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ABSTRACT

The Adult Education components of the 1991 and 1995 National Household Education Survey (NHES) collected the name and subject matter of a wide range of courses adults had taken in the previous months. Adult education involves a variety of types of courses, whether related to basic skills, equivalency programs, degree programs, or personal interests. In the NHES:95 courses were grouped into a specific set of areas, and information was collected on part-time courses toward a degree or certificate, work-related courses, and other formal structured courses. To provide data users with the ability to use course information, the data file for the survey includes codes for the courses taken. A course coding scheme containing 43 coding categories was developed for the Adult Education component, largely based on the work of C. Adelman and the College Course Map (Department of Education). This coding manual is organized into sections on: (1) procedures for coding courses; (2) examples of coding and analysis; (3) course coding categories; and (4) resolving discrepancy course codes. (SLD)

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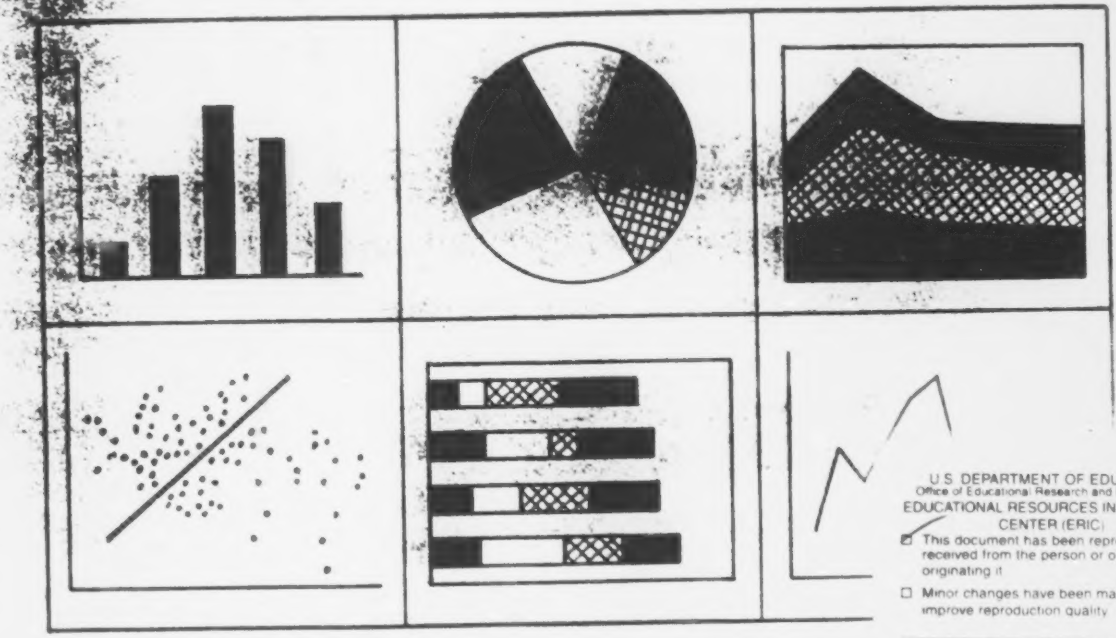
NATIONAL CENTER FOR EDUCATION STATISTICS

Working Paper Series

National Household Education Survey of 1995:
Adult Education Course Coding Manual

Working Paper No. 97-19

June 1997



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National Household Education Survey of 1995:

Adult Education Course Coding Manual

Working Paper No. 97-19 June 1997

Contact: Peter Stowe
Surveys and Cooperative Systems Group
(202) 219-2099
e-mail: peter_stowe@ed.gov
http://www.ed.gov/NCES/nhes

U.S. Department of Education
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June 1997

Foreword

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Susan Ahmed
Chief Mathematical Statistician
Statistical Standards and
Services Group

Samuel S. Peng
Director
Methodology, Training, and
Service Program

National Household Education Survey of 1995:

Adult Education Course Coding Manual

Prepared by:

Kwang Kim
Mary A. Collins

Westat, Inc.

Peter Stowe

National Center for Education Statistics

Prepared for:

U.S. Department of Education
Office of Educational Research and Development
National Center for Education Statistics

June 1997

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BACKGROUND

The Adult Education (AE) components of the 1991 and 1995 National Household Education Survey (NHES) collected the name and subject matter of a wide range of courses adults had taken in the previous 12 months. Adult education encompasses a wide variety of courses and classes taken by adults through schools, colleges, businesses, labor or professional groups, churches, and other community organizations. These may be related to basic reading and math skills, preparing to take a high school equivalency test, getting a vocational certificate or college degree, preparing for a job or keeping up to date at work, or personal interest.

In the **NHES:91** AE component, respondents reported their four most recent courses, not counting courses they took as full-time students. These courses could be in any of the areas described above.

In the **NHES:95**, a different approach to collecting information on AE activities was used; courses were grouped into a specific set of areas. Courses reported in the **NHES:95** AE component include:

- Basic skills education or GED preparation courses;
- English as a Second Language (ESL) courses;
- Courses taken for credential programs, such as college degrees or vocational/technical diplomas;
- Courses taken for career- or job-related purposes; or
- Other formal structured courses where there was an instructor, also called personal interest or personal development courses.

Information was collected on individual courses in three areas in the **NHES:95**: those taken on a part-time basis toward a college degree or a vocational certificate; work-related courses; and other formal structured courses (personal interest/development).

In order to provide data users with the ability to use the course information, the data file will include codes for the courses taken. A course coding scheme containing 43 coding categories was developed for the NHES AE component. The coding scheme is an aggregated form of the College Course Map (CCM)[1]. Hence, the conceptual foundation for this coding manual of adult education courses relies heavily on the work of Cliff Adelman. Much of the text included in this coding manual is identical to the text found in the CCM.

This manual is organized in the following way:

- Procedures for coding courses;
- Examples of courses and analysis;
- Course coding categories; and
- Resolving discrepancy course codes.

---

[1] Adelman, C. (1995). *The New College Course Map and Transcript Files*. U.S. Department of Education. Washington, DC.

PROCEDURES

In many education studies courses are coded from transcripts using a course catalogue. As a result, the course name is clearly stated, the subject matter of the course is specified, the department in which the course is offered, and the prerequisites are known. While all of this information is very helpful in coding courses, some ambiguities are still encountered. In the NHES:91 and NHES:95, courses must be coded based on information provided by respondents in a telephone interview. In these cases, the respondent is providing the name of the course as he/she recalls it and is giving his/her brief description of the general subject matter of the course. Important factors in this process are respondent recall and variation in respondents' abilities to describe the course subject matter. This is qualitatively very different from what is found in a course catalogue. In addition, many adult education courses are not analogous to those described in a course catalog, such as those provided as work-related training or courses taken for personal interest.

In the Adult Education component of the NHES, **course names** and **general subject matter** are the main pieces of information used to determine appropriate course codes. The name and subject sometimes indicate a single course code; at other times, they may indicate that one of several codes is possible.

For this reason, **additional information** is provided to assist in choosing among course codes. The additional information provided for each course may be used for confirmation of the selected code or to narrow down the possible codes. None of this additional information can perfectly identify the most appropriate code for the course, but it can sometimes be used in making a choice between two or three possible codes. The additional information provided for confirmation or selection of the appropriate code includes the following:

- Instructional providers -- that is, the organization or person providing the course;
- Course length and hours per week;
- Major field of study (MFOS), if any; and
- Other courses reported by the respondent.

In addition to the course-based information above, coders are also provided with information on the person's **occupation** and **highest education** (educational attainment). This information is provided for confirmation purposes, and is not integral to the decision rules. However, coders can use this information to assess whether a code is reasonable or not. For example, let's say that a person is taking a course that may be Health Sciences, Allied Health, or Self-Help & Personal Health. The coder decides, based on the name and subject, that the course is a Health Sciences course, but sees that the person does not have a high school diploma and does not have a job. However, Health Sciences courses are nearly always taken by persons who have at least a bachelor's degree, and often a professional degree. This would lead the coder to review the information to see if another code was more appropriate. He/she may refer the case to a supervisor if the case cannot be resolved.

All courses reported in the interview will be coded. For example, a respondent may have taken Fire Safety I Car Rescues, Fire Safety II House Rescues, Fire Safety III Adult Rescues, Fire Safety IV Child Rescues, Fire Safety V Smoke Inhalation, Fire Safety VI High Rise Rescues, Fire Safety VII Environmental Issues, and Fire Safety VIII CPR. It may be useful to consider the subjects of all of these courses, as well as additional information noted above when coding them individually. All courses listed above would be coded 035 Protective Services.

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Assigning course codes involves up to five steps. It is not necessary to take all five steps for every case. You will find that you need to take up to Step 3 or Step 4 to determine appropriate course codes. However, in some cases, you have to take all five steps before determining appropriate course codes. The steps are as follows:

Step 1 Read the course name and subject first.

Step 2 Using the List of Codes, and based on your training, determine the possible categories (plausible codes) for the course. There will be courses for which you are certain only one category is appropriate. Before coding these courses you must still take Step 3 to make sure no "red lights" indicate a possible alternative category.

Step 3 Examine the information on the course provider, major field of study (MFOS), the length of the target course, and name and subject of other courses taken before making a final coding decision. You may notice that major field of study and degree program may have -1 as the only information. The presence of a -1 may actually help you in selecting a code. This indicates that the person is not pursuing a credential and therefore has no major field of study (-1 is a "skip" in a CATI interview). There may be cases that have a -7 (refused) or -8 (don't know) for course subject or provider. This tells you that the respondent did not know this information or declined to provide it. There may also be cases that have -9 for the subject; this indicates that for some reason this information was not ascertained. Unfortunately, this is not helpful to you in selecting a code.

Step 4 If you have narrowed the possibilities down to two or more but are still unable to make a decision, look at the courses and descriptions listed under each of the categories you have chosen. If you find that the course is closely associated with the substantive area in one category, code the course accordingly. **You may also find it helpful to review the additional sections at the end of the manual that are specifically geared toward helping you decide among codes for areas where many discrepancies have been found in the past.**

Step 5 If two or more codes remain possibilities and no further resolution among these codes is possible using the information available, a decision must be made based on the following:

a. if the possible codes all fall within a given group of course categories but the information on the course does not permit differentiation between two possible codes within the group, then the appropriate code is the "other" code (for example, the course is a business course, but it is not clear whether it is business management or accounting/finance);

b. if the information on the target course suggests that the substantive nature of the course covers two or more groups of course categories then the course should be coded as Interdisciplinary. In this case, the information is clear and the substantive nature of the target course is clearly associated with more than one course group;

c. if the course name and subject, along with the other information, are so poorly articulated that the course's substantive nature cannot be coded using one or more of the above procedures, then the course is properly coded as 150, Indeterminable.

Remember that if you have difficulty identifying the most appropriate code, consult with a supervisor or project staff member. If a staff member is not available at the time, coders may use 150, Indeterminable, as these courses will all be reviewed for possible placement in other codes. Do not make any decisions that exceed the rules in this manual without consulting a supervisor. **A problem/decision log of these special cases will be maintained.**

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EXAMPLES OF COURSES AND ANALYSIS

In the first two examples below, the selection of the appropriate codes is relatively straightforward. This is the case with many courses. In these cases, only steps 1 through 3 above are required to arrive at an appropriate code.

Example 1:

Course name: Feminist Theology Study Group
Course subject: Theology
Provider: Private community organization
MFOS: none
Degree program: none
Course length: 1 hour per week
Other courses: none
Occupation: none
Education: Graduate/professional

Steps 1 & 2

The name and subject matter of the course indicate that the substantive nature of this course is theological. There are three possible categories: 121, Religion and Philosophy; 122, Informal Religion/Bible Study; and 123, Religion & Bible, Other.

Step 3

The decision rules indicate that the major field of study and provider are key factors in the assignment of a code for a course in the area of religion.

a. The course-taker has no MFOS, and therefore is not enrolled in a religion or theology program at a college or university. While this is not an absolute requirement for coding a course as 121, Religion and Philosophy, it is a strong supporting factor.

b. Most important in this case, the provider is a private community organization. Courses provided by such organizations are considered to be Informal Religion/Bible Study (122).

c. The last available code, 123, is only to be assigned if no decision can be made based on the available information; that is not the case here.

Based on the decision rule pertaining to the course provider, and supported by the lack of an MFOS in religion or philosophy, the appropriate code for this course is 122, Informal Religion/Bible Study.

Example 2:

Course name: Real Estate
Course subject: Real Estate Law
Provider: Someone Else
MFOS: None
Degree Program: None
Course length: 10 hours/week, 6 weeks
Other courses: Construction
Occupation: None
Education: Bachelor's Degree

Steps 1 & 2

The name and subject matter indicate that this course is about law as it relates to real estate. In reviewing the available course codes (Step 2), you will see that this course can be coded either 042, Specialized Business Marketing: Real Estate and Insurance or 033, Law.

Step 3

Based on your training and the decision rules provided in this manual, you will see that the distinction between real estate courses and law courses rest on three factors:

a. In order for a course in real estate law to be coded as a law course, it generally must be provided by a college or university, although continuing legal education may be provided by a professional association. Courses in specialized business marketing for real estate or insurance may be provided by a wide variety of organizations.

b. In order for a course in real estate law to be coded as a law course, the respondent must have a major field of study of law. That is not the case; the person has a -1 for the major field of study, indicating that he/she is not enrolled in a degree program. Many persons taking a course in specialized business marketing for real estate or insurance will have no MFOS.

c. Typically, a law course will have a course length that is similar to a college quarter or semester (10 to 16 weeks). The course length shown above is brief and intensive. Specialized business marketing courses may be of any length, from a course lasting one afternoon to one meeting weekly over a long period of time.

Based on the factors above, the appropriate code for this course is 042, Specialized Business Marketing: Real Estate and Insurance.

The examples that follow are not quite as straightforward as those above, and show the process for taking steps 4 and 5 as needed to arrive at the most appropriate code, given the available information.

Example 3:

Course name:	Child care
Course subject:	Child care
Provider:	2-yr Community/Junior College/Technical Inst
MFOS:	none
Degree program:	none
Course length:	24 hours/week, 6 months
Other courses:	none
Occupation:	none
Education:	High School Diploma

Steps 1 & 2

Reviewing the name and subject matter of the course indicates that the substantive nature of this course is child care. In reviewing the available codes you may decide that three codes are plausible: 060, Education (which includes early childhood education); 082, Home Economics (which, as you will see in training, includes child care); and 034, Psychology (which includes child development).

Step 3

In reviewing the additional information provided, you see that the information does not immediately provide a definitive answer.

a. Provider: a college or university can be a provider for courses in any of the plausible areas. Since the provider is a two year college or technical institution, this does not provide a basis for making a decision.

b. The course-taker has no MFOS. This suggests that a code of 060, Education, may not be appropriate, since many colleges and universities may limit education courses to education majors. However, persons can take courses in psychology or home economics without being enrolled in a degree program.

c. The course length indicates a fairly intensive course -- 24 hours per week for 6 months. This is not consistent with what would be expected of a college psychology course or an education course (other than student teaching, which is not specified for this course).

Step 4

The information above is suggestive, but not definitive without review of the content of the areas to be coded. Therefore, you will review the specific types of courses included under each of the possible areas. Within the field of Education, early childhood *education* is included, but the course name and subject matter for this course do not include the word education. Psychology includes child development, but the words *psychology* or *development* are not included in the name or subject matter. In reviewing the courses included under Home Economics, you see that this is the only area in which child *care* is mentioned. Therefore, you will select 082, Home Economics as the appropriate code.

Example 4:

Course name:	Customer Services
Course subject:	Banking
Provider:	Business or Industry
MFOS:	none
Degree program:	none
Course length:	24 hours/week, 1 week
Other courses:	Supervisory Seminar Banking Regulation
Occupation:	Executive, Administrative, Managerial
Education:	High School Diploma

Steps 1 & 2

Reviewing the name and subject matter of the course indicates that the substantive nature of this course is in the business area, but it is not clear which business code is appropriate. It is plausible that the course could appropriately be coded as Business Marketing (i.e., the marketing of customer services), Business Marketing Management (the direction and management of marketing operations), or Business Management (planning and/or directing business activities other than marketing management).

Step 3

The additional information provided does not immediately provide clear direction as to which code is most appropriate.

a. Provider: In general, business management and marketing management courses are expected to be provided by a college or university, but it is also possible for a business or industry to provide work-related courses in management or marketing management. It is equally plausible for a marketing course to be provided by a business or industry.

b. The course-taker has no MFOS. While an MFOS in business or marketing would be helpful for assigning a code, the absence of an MFOS is not sufficient to make a firm determination.

c. The course length indicates an intensive course -- 24 hours per week for 1 week, consistent with an employer-provided course. This does not provide sufficient information for selecting the code, since employers could provide such courses for specialized marketing, marketing management, or business management.

d. Other courses: The other courses reported by the respondent are management-related. This is suggestive of the possibility that the customer service course could be management-related, but does not indicate whether it should be included in marketing management or business management.

e. The course taker's occupation is a management position, but again this does not help to determine whether this course is a marketing management or business management course.

Step 4

The information above is suggestive, but not definitive. The next step is to review the information provided under each of the possible coding categories. Unfortunately, this also does not provide a definitive answer, because the nature of the course -- i.e., whether it is associated with marketing (exchange) or management (planning or directing) is not clear from the information provided.

Step 5

The information provided about this course leaves out essential information -- is this course concerned with the marketing of services or is it a management (planning, directing) course? Because of this missing information, it is not possible to select a specific business code. Therefore, you must select an appropriate "other" code for this course. There are two possible choices: 048, Business: Other, and 150, Interminable/Other/Unknown. Because all of the plausible codes for this course are in the field of business, the most appropriate code is 048, Business, Other.

Example 5:

Course name:	Principles of Counseling
Course subject:	Counseling
Provider:	4-year college or university
MFOS:	School Guidance Counseling
Degree program:	Master's
Course length:	8 hours/week, 6 weeks
Other courses:	Aerobics Teacher Inservice Intro to High School Counseling
Occupation:	none
Education:	Graduate or Professional School

Steps 1 & 2

The name and subject matter of the course are clear -- counseling -- although the type of counseling is not given. This suggests two possible codes: 034, Psychology, and 060, Education.

Step 3

Reviewing the additional information that is provided, we see that the person has an MFOS in School Guidance Counseling. Two of the other courses are in the area of education. The provider is a college or university, which is consistent with both psychology and education.

Step 4

In order to make a decision between the two plausible codes, it is necessary to review the areas included under education and psychology. In doing so, we see that School Guidance Counseling, this person's MFOS and the focus of this course, is included under 060, Education. Counseling psychology, with no mention of education, is included in 034, Psychology. While it is possible that a person with an MFOS in education could take a psychology course, the preponderance of evidence is consistent with the field of education; 060 is the most appropriate code.

Example 6:

Course name: Type recurancy
Course subject: Citation 650
Provider: professional association
MFOS: none
Degree program: Bachelor's
Course length: 8 hours over 4 days
Other courses: Type recurancy
Cock pit resource(sic) management
Occupation: Transportation, material moving
Education: Bachelor's

Steps 1 & 2

The name and subject matter of the course of the course are unclear. No plausible codes ca be immediately identified from this information.

Step 3

Reviewing the additional information that is provided, we see that the person has no MFOS that might suggest a substantive area in which on can look for appropriate codes. The person's occupation is in transportation and material moving, which is included under Vocational and Personal Services.

Step 4

A review of the substantive areas related to transportation and material moving (under 081, Vocational and Personal Services) does not reveal any course names that match the course name and subject given.

Step 5

Because the information given is unclear, we must assign a code of indeterminable, which is 150.

COURSE CODES

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010 Agriculture & Natural Resources

Agriculture & Natural Resources encompasses three disciplines. They are **(1)** Agribusiness and Agricultural Production, **(2)** Agricultural Sciences, and **(3)** Renewable Natural Resources. The pages that follow provide additional detail on each of these areas.

Agriculture & Natural Resources: The agricultural and natural resources discipline includes agricultural business and management/finance/marketing, agricultural economics, farm and ranch management, agricultural mechanics, agricultural power machinery, agricultural structures, soil/water practices, agricultural production and supplies, animal production, crop/cereal/grain/fruit/pasture production, horse handling and care, horticulture (general and ornamental), aboriculture, and landscaping.

Agricultural Sciences: The agricultural sciences includes animal sciences, breeding/reproduction/genetics, animal health/diseases, animal nutrition, dairy, and livestock.

Renewable Natural Resources: Renewable natural resources includes land/water use, management/conservation, conservation, resource management and regulation, environmental policy, fishing and fisheries, forestry production and management, wood science, wildlife management and conservation.

Examples:
Agriculture
Animal Sciences/Training
Dairy/Meat/Poultry Production Process
Environmental Policy/Impact/Services/Law
Farming
Forestry
Horticulture
Landscaping
Wildlife Management

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AGRIBUSINESS AND AGRICULTURAL PRODUCTION

Agricultural Business & Management: General; Agricultural Policy; Agric. & Government

Agricultural Business/Finance/Marketing

Agricultural Economics, Econ. of Ag. Production

Farm & Ranch Management/Business

Agricult. Business, Management & Marketing: Other

Agricultural Mechanics, Farm Mechanics, Agricultural Skills

Agricultural Mechanics, Farm Shop

Agricultural Power Machinery, Field Equipment: Operations and Management, Mechanized Feed

Agricultural Structures, Equipment, Facilities, Electrification, Farm Electrical Systems, Farm Power, Farm Machinery

Agricultural Soil/Water Practices, Hydrology, Irrigation, Tillage

> *"Hydrology" also can appear under Agricultural Engineering (070), Engineering & Related Technologies as does "Soil Mechanics."*

Agricultural Production and Supplies: General, Agricultural Chemicals, Farm Chemicals/Supplies

Animal Production, Feed Lot Production, Poultry Production, Pasture/Forage Production, Live Animal Evaluation, Animal Agriculture, Meat Animal Evaluation

Crop/Cereal/Grain/Fruit/Pasture Production, Greenhouse Crop Production, Row Crops

Agricultural Products/Processes/Evaluation

Horse Handling & Care, Horse Training, Paddock Management, Horse Science

> *But "Equestrian" in the course name places the course in NHES Category 105, Physical Education & Leisure. So do the words "horsemanship."*

Horticulture: General, Home Gardening, Organic Gardening, Plant Materials

Aboriculture, Woody Plants, Shrubs

Ornamental Horticulture, House Plants, Indoor Plants, Floriculture, Greenhouse Ornamental Plants, Herbaceous Ornamental Plants, Greenhouse Cut Flowers

Landscaping, Landscape Plants, Landscape Management, Planting Design

> *These courses do not cover "landscape architecture" or "landscape design;" see Category 070 Engineering & Related Technologies.*

Agribusiness/Agricultural Production: Other; Agriculture Internship

AGRICULTURAL SCIENCES

Agricultural Sciences: Gen., Intro. to Agricult., Agriculture in Society, Science of Agriculture

Animal Sciences: General, Anatomy of Domestic Animals, Physiology of Domestic Animals, Animal Growth

> *Covers general titles such as "Animal Physiology," "Animal Growth," "Physiology of Domestic Animals." BUT course names such as "Vertebrate Physiology" or "Mammalian Physiology" are in NHES Category 091, Sciences.*

Animal Breeding/Reproduction/Genetics, Artificial Insemination, Sire Selection

Animal Health, Farm/Range Animal Health/Diseases

> *These were not veterinary medicine courses, but were courses taken for an agriculture major. On the other hand, we found that "Large Animal Care" and "Small Animal Care" usually belonged in NHES Category 010, Agriculture & Natural Resources.*

Animal Nutrition, Feeds, etc.

Dairy

Livestock (Beef, Sheep, Swine), Meat Animals

Animal Sciences: Other

Food Sciences, Food Systems, Food Production Processes, Dairy/Meat/Poultry Production Processes, Food Packaging Systems, Food Chemistry.

> *See note at NHES Category 082, Home Economics. Major field of study is the key to assigning the simple course title, "Food Sciences." However, if the major field of study is nutrition, the course should be coded 082, Home Economics.*

Plant Sciences: General

> *These are not Botany courses. See titles in the 091, Science series, for Botany.*

Agronomy, Crop Science, Seed Biology, Tree Fruit Science

Horticultural Science, Horticultural Botany, Horticultural Production, Plant Propagation, Plant Nutrition

Plant Protect/Pest Management, Herbicides, Insecticides/Insect Control, Weed Control

As a title, "parasitology," standing alone, is to be found under 091, Biological Sciences, not here.

Range Management, Range Lands, Grasslands

Soil Sciences, Soil Conservation, Soil Pollution, Soil Chemistry/Physics, Soil Systems, Soil Fertility, Fertilizers, Fertilizers and Plant Nutrition, Soil Resources

"Soil Engineering" and "Soil & Water Engineering" were classified under NHES Category 070, Engineering & Related Technologies.

Agricultural Sciences: Other

RENEWABLE NATURAL RESOURCES

Renewable Nat. Resources: Gen., Energy and Natural Resources, Land and Water Resources, Energy and Environment

Land/Water Use, Management/Conserve, Soil Management, Water Resources, Water Rights, Water Pollution, Water Quality, Watershed Management

Water purification should be coded NHES Category 070, Engineering & Related Technologies.

Conservation: General, Conservation of Renewable Resources, Environmental Conservation

Resource Mgmt & Regulation, Environmental Policy, Environmental Impact, Environmental Administration and Law, Environmental Service

Other environmental titles also appear under 140, Interdisciplinary, and 070, Engineering and Related Technologies.

Fishing & Fisheries, Fish Culture, Fish Management, Fishery Biology

Forestry Production: General, Farm Forestry, Forest Products, Forest Utilization, Pulpwood

Forestry & Related Sci: General, Intro. to Forest Resources, Conservation of Forest Resources

Forest surveying was coded here; however, surveying is under 070, Engineering & Related Technologies.

Forestry Science, Dendrology, Forest Hydrology, Forest Soils, Forest Biometrics

Forest Management, Silviculture

Park and recreation management is coded 105, Physical Education & Leisure.

Wood Science, Forest Mensuration, Tree Growth and Development

Forestry & Related Sciences: Other, Wildlife Mgmt & Conservation

Renewable Natural Resources: Other

021 Liberal Arts/General Studies

Liberal Arts/General Studies encompasses many disciplines, and these fall under the general groupings of **(1)** area/ethnic studies and **(2)** liberal/general studies. Multicultural, cultural minorities, or cultural diversity courses are included in this category. Liberal/general studies courses are often offered by colleges and universities. The pages that follow provide additional detail on each of these areas.

Area/Ethnic Studies: The area studies include African, American, Asian, East Asian, East European, European, Latin American, Middle Eastern, Pacific Area, Russian and Slavic, Scandinavian, South Asian, Southeast Asian, Western European, and Canadian studies. The ethnic studies include Afro-American, Native American, Hispanic American, Jewish, and Asian-American studies.

Liberal/General Studies: The liberal/general studies include very general courses that do not refer to specific fields of study. They include liberal arts and sciences, general studies, critical thinking, and generic problem-solving.

Examples:
African Studies
American Civilization
Area/Ethnic Studies
Asian Studies
Critical Thinking
Cultural Diversity
European Studies
General Studies
Great Books
Hispanic American Studies
Jewish Studies
Native American Studies

Be careful when assigning this code to courses. For example, a course called "French culture and people" could be an ethnic study course (if it dealt with the people and culture of France) or it could be a foreign language course (if it dealt with French language). The general subject matter of the course needs to be carefully reviewed to assign appropriate codes.

LIBERAL/GENERAL STUDIES

In the original CIP system, these categories were created, in effect, to describe the general Associate's degree. They were program categories, not course categories, and best serve their original function. Some course titles, however, fit these categories: they did not refer to even the broadest fields of study. *A course entitled, "Liberal Arts Physical Science," for example, was coded NHES Category 091, Sciences, not here.*

Liberal Arts & Sciences, Liberal Studies, Freshman Seminar, Values and Change, Lyceum, Sophomore Seminar, Junior Seminar, Integrative Exercise, Honor Colloquium, General Honors Program, Lecture Series, Contemporary Issues/Ideas

General Studies, Core Curriculum, Great Books, General Ed

Critical Thinking, Generic Problem-Solving, Analytic Thinking, Methods of Inquiry, Practical Thinking

> *But any "problem-solving" title referring to quantitative matter (mathematics, algebra, etc.) is usually coded in NHES Category 092, Mathematics. Problem solving in a specific field of study should be coded under that field, such as social work, 036, Public Administration & Services.*

AREA & ETHNIC STUDIES

In coding courses in these fields, one must be careful not to include foreign language courses with titles such as "Italian Culture and Civilization," Geography courses with titles such as "Iberia," or Anthropology courses with titles such as "The People and Culture of Meso-America." Major field of study and other courses taken should aid in the designation.

African Studies

> *"African Nationalism" was classified under Political Science as Comparative/3rd World Politics in NHES Category 031, Social Sciences & Social Studies, but "Pan-Africanism," a movement encompassing more than politics or the ideology of nationalism, was coded here.*

American Studies, Amer. Civilization, American Character, American Utopias, etc.

> *But "American Story" or "The Growth of American Civilization" and similar titles referring to general national development were treated as history surveys, hence under 031, Social Sciences & Social Studies.*

Asian Studies: General

East Asian Studies

East European Studies

European Studies: General

> *"European Civilization" or "Europe's Story" were treated under NHES Category 031, Social Sciences & Social Studies, (history), not here. A more typical title for this category would be, "European Cooperation and Conflict."*

Latin American Studies

Middle Eastern Studies

Pacific Area Studies

Russian and Slavic Studies

Scandinavian Studies

South Asian Studies

Southeast Asian Studies

Western European Studies

> *A typical title for this category would be, "The Future of the EEC."*

Canadian Studies

Area Studies: Other

Afro-American/Black Studies, Afro-Amer. Culture/ Folklore/Community Development/Dance/Social Thought/Family/Politics/Church/Heritage; Black Consciousness/Society

> *These are either generalized titles, or titles applying to specific subject matter in which "Black" is used, and not "Afro-American." For example, "Afro-American Experience" was coded here because it is generalized; "Afro-Americans in the 19th Century" was coded under "Afro-American History" in NHES Category 031. "Black Society" is found here. However, "Sociology of Minority Groups" should be coded the NHES Category 031, Social Sciences & Social Studies.*

Native American Studies/Folklore

> *But "Native American Languages" is in NHES Category 023, Foreign Languages.*

Hispanic American Studies, Chicano Culture/Child, Hispanic Culture, Barrios, Mexican-American Culture, Puerto Rican Studies

> *"Hispanic Civilization" taught as part of a Spanish MFOS was coded under Foreign Languages; Puerto Rican history was coded under Latin American History in NHES Category 031, Social Sciences & Social Studies.*

Jewish Studies

These are not courses in Religion, Theology, or Bible. Course titles with specific reference to Talmud, Mishnah, Old Testament, Torah, etc. were coded in NHES Category 121, Religion & Philosophy, if offered as part of a divinity major.

Asian-American Studies

Ethnic Studies: Other; Gen. Cultural Studies, Cultural Minorities, Multicultural Studies, Cultural Diversity

These were usually combination titles. *"Ethnic Groups" belongs NHES Category 031, (Social Sciences & Social Studies.*

022 English Language & Literature

This category of courses, English Language & Literature, is concerned with the study of the English language and of literature written in the English language, not to be confused with basic reading and writing skills. The literature courses included here are world literature, poetry, fiction, In many colleges and universities, drama, non-fiction prose, classical literature, the Bible as literature, comparative literature, American literature, English literature, Shakespeare, science fiction, folklore, and film as literature are included in this category.

Note that basic skills reading courses such as literacy training or adult basic education go in NHES Category 131, Basic Education.

Examples:
American Literature
Classical Literature
Comparative Literature
Creative Writing
English Literature
Linguistics
Literature

ENGLISH/LITERATURE IN ENGLISH

The NHES Category 022, English Language & Literature, categories are used for general titles, along with titles covering groups of authors or genre/period combinations which could not be classified under "comparative," "English," or "American" literature (e.g. "Short Fiction of the 19th Century," "Yeats and Stevens"). If the title specified is "English Fiction of the 19th Century," "Cummings and Stevens," "Walker and Baldwin," "Poetry of the 16th Century," or "Poetry of the Romantic Period," these courses are all coded in NHES Category 022, English language & Literature.

Literature: General/Introduction to, World Literature, Literary Masterpieces

Poetry: General/Introduction to, Epic, Lyric, Narrative Poetry

Fiction: General/Introduction to, Short Story, Short Fiction, Novella

Drama: General/Introduction to

> *The category covers drama as literature. It does not include theater arts titles such as "acting," "directing," etc. These are covered in NHES Categories depending on the provider (i.e., 104, Fine & Performing Arts, if provider is a college or university; 105, Physical Education & Leisure, if provider is a community organization or private business). Nor does it cover "history of the theater" and "theater criticism" courses. These are also covered in NHES Category 104, Fine & Performing Arts.*

Non-Fiction Prose, Biography, Essays etc.

Classical Literature, Greek/Roman Literature (Drama, Poetry) in Translation, [Specific Authors] e.g. Aeschylus, Virgil, Plautus; [Specific Works] e.g. The Odyssey, the Orestia, Classical Mythology

> *The works of classical historians, e.g. Herodotus, Pliny, were not coded here, rather in NHES Category 031, Social Sciences & Social Studies.*

The Bible as Literature, Poetry of the Old Testament, Life and Language of the Bible, etc., Bible History and Literature

> *This category is distinguished from Bible studies in a theological context and various Bible titles under the Religion series, NHES Category 121, Religion & Philosophy. The titles covered here were distinctly secular. Major field of study was used as an additional guideline. A Bible course in a Master's of Divinity program is not a "Bible as literature" course.*

Comparative Literature: European Lit. in Translation, Continental Literature

> *This is a tricky category. If the major field of study is in a foreign language, the chances are high that a course in that literature (e.g. 19th Century French Fiction) or the work of a single author (e.g. Goethe) will not be in translation, hence should be classified under the appropriate code in the 023, Foreign Language, series. But the major field of study is not always the best guide. Typical titles here include Renaissance Lit., Continental Fiction, Romanticism, Medieval Epic, Dante/Chaucer/Cervantes (and similar combinations)*

Comparative Literature: Non-Western, Third World Literature in Translation
Freshman Composition, Freshman English, College English, Composition & Literature, Composition & Rhetoric, Reading & Composition, Exposition, Expository Writing

> *This is the standard freshman composition course. One tricky title often coded here is "Composition and Conversation." Chances are high that the course is a foreign language course.*

Spoken/Written English; Advanced Grammar, Grammar and Composition, Grammar and Reading, Grammar and Usage

> *Business English and punctuation is covered in 046, Business Administrative Support: except Computer Software.*

Writing Proficiency, English Proficiency Exams, Writing Competency, Placement Exam, RTP Essay, RTP Reading, English Comp Exam

> *Code these courses covering various tests according to subject area.*

Creative Writing, Writing Poetry/Fiction/Drama

> *Writing for television, film, radio, etc., is not covered here, rather in NHES Category 032, Communications.*

Linguistics: General, Introduction to, Generative Grammar, Semantics, Philology, Descriptive Linguistics, Contractive Linguistics, Dialectology, Phonetics

> *This is not Anthropological Linguistics. If the title reads "Linguistics/Language and Culture," the course should be coded in NHES Category 031, Social Sciences & Social Studies.*

American Literature, American Fiction/Drama/ Poetry/Humor/Short Story, American Renaissance, American Realism/Romanticism, Transcendentalism, [individual or groups of authors, e.g. "Poe, Hawthorne, Melville"]

Afro-American Literature/Fiction/Drama/Writers

English Literature: All Periods, Metaphysical Poets, Romantic Poets, Bloomsbury Group, Anglo-Saxon Epic, Victorian Age, Augustan Age, Jacobean Drama, etc., [individual or groups of authors, e.g. "Chaucer and His Century"]

Shakespeare

Public Speaking, Debate, Oral Interpretation, Forensics, Parliamentary Procedure, Business & Professional Speaking, Announcing, Argumentation, Platform Speech, Public Communication

> *"Oral Communications," "Speech Communications," "Intro Speech" and other similar generalized titles are in NHES Category 032, Communications.*

Voice & Articulation, Diction

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Technical Writing, Writing in the Disciplines, Writing About . . .(biology, literature, etc.), Business and Professional Writing, Report Writing, Writing in Organizations, Academic Writing, Technical Reporting, Professional Writing Skills, Informational Writing, Analytical Writing

> *But "Business Writing," with no other words, is NHES Category 046, Business Administrative Support: except Computer Software. The word, "writing," is key to nearly all the title assignments here. If the word is "communication," and not "writing," the chances are very high that the course should be coded elsewhere, e.g. "Professional Communication" is in NHES Category 032, Communications. The one exception to this guideline is "Technical Communications," which should be here.*

Advanced Composition, Argumentative Writing, Advanced Essay

Criticism, Literary History, Theory, Research Methods, Bibliography

Speed Reading

Other Determinable Literature Topics

> *Some common examples include Comedy, Satire, Tragedy, Heroism*

Science Fiction, Fantasy, etc.

Folklore, Mythology (Gen.)

Film as Literature

Letters: Missing, Indeterminable

023 Foreign Languages

Foreign languages include all **non-English** courses focusing on literature and conversation. Courses in literature written in a foreign language should also be placed here. The pages that follow provide additional detail on each of these languages.

Note that English as a Second Language (ESL) courses should be placed in 131, Basic Education. Hebrew Scripture or Bible courses should be put into 121, Religion & Philosophy.

Examples:
African Languages
Arabic
Chinese
Composition and Conversation (when taught in language)
Dutch
French
French Literature
German
Greek: Modern and Classical, *but not when taught as part of a Master's of Divinity program using Biblical texts. See NHES Category 121, Religion & Philosophy.*
Hebrew *(but not when taught as part of a Master's of Divinity program using Biblical texts. See NHES Category 121, Religion & Philosophy.*
Indic Languages
Italian
Japanese
Latin *(but not when taught as part of a Master's of Divinity program using Biblical texts. See NHES Category 121, Religion & Philosophy.*
Native American Languages
Other Asiatic Languages
Portuguese
Scandinavian
Spanish (for native and non-native speakers)

FOREIGN LANGUAGES

African Languages

Chinese: Introductory & Intermediate

Japanese: Introductory & Intermediate

Chinese: Advanced, Literature, etc.

Japanese: Advanced, Literature, etc.

Other Asiatic Languages

Russian: Introductory & Intermediate

Other Slavic Languages

Russian: Advanced, Literature, etc.

German: Introductory & Intermediate

Scandinavian Languages: Intro & Intermediate

Dutch

German: Advanced, Literature, etc.

> *"Faust" would be coded here if the major field of study and/or other patterns of course work in German justified it.*

Scandinavian Languages: Advanced

Greek: Classical, Attic Prose/Drama

> *But not "New Testament Greek" or Greek taught as part of a Master's of Divinity program--titles placed under Biblical Languages in NHES Category 121, Religion & Philosophy.*

Greek: Modern

Indic Languages (Sanskrit, Urdu, Hindi, etc.)

French: Introductory & Intermediate

Italian: Introductory & Intermediate, Italian for Music

Latin

> *But not when taught as part of a Master's of Divinity program using Biblical texts (a fact that is usually clear in the course title). Those courses are in Biblical Languages, NHES Category 121, Religion & Philosophy.*

Portuguese: Introductory & Intermediate

Spanish: Introductory & Intermediate, Medical Spanish

French: Advanced, Literature, etc.

Italian: Advanced, Literature, etc.

Portuguese: Advanced, Literature, etc., Luso-Brazilian Literature

Spanish: Advanced, Literature, etc., Golden Age, Generation of '98

Spanish for Native Speakers

Native American Languages

Arabic: Introductory & Intermediate

Hebrew: Introductory & Intermediate

> *But not when taught as part of a Master's of Divinity program using Biblical Texts. See NHES Category 121, Religion & Philosophy.*

Arabic: Advanced, Literature, etc.

Hebrew: Advanced, Literature, etc.

Foreign Languages: Other, Indeterminable

024 Liberal Arts/General Studies/Language/Literature: Other

This category is to be used only when you cannot code a Liberal Arts course using one of the other three codes, 021, Liberal Arts/General Studies, 022, English Language & Literature or 023, Foreign Languages. Before placing a course in this category, review the course information and categories 021, 022, and 023 to see if a more specific placement is appropriate.

031 Social Sciences & Social Studies

Social Sciences & Social Studies encompasses many disciplines. *It is important to note that any courses with cultural diversity titles (e.g., Asian Studies) should be put into 021, Liberal Arts/General Studies. Social Sciences does not include social work, which should be under 036, Public Administration & Services. Psychology should be included in 034, Psychology.* The pages that follow provide additional detail on each of these areas.

Anthropology: The anthropology courses include human origins, cultural anthropology, comparative cultures, physical/biological/medical anthropology, non-Western peoples & cultures, Native American (North, South, Meso) peoples/cultures, language, linguistics & culture, archaeology, criminology, and demography. *Note that "Cultural Diversity" titles are coded in NHES category 021, Liberal Arts/General Studies.*

Geography: Geography includes general and introduction geography, remote sensing, cultural geography, physical geography, economic geography, urban geography, geography of North America/Anglo-America, Europe, the USSR, Africa, Near East, Asia, Pacific, Latin America, and the Caribbean, political geography, quantitative geography, and geographical data analysis.

Economics: Not all course titles including the word "economics" belong in the category. The category does include economy & society, economic problems/issues, principles & problems of economics, macro- and microeconomics, economics statistics, econometrics, public finance, international trade/finance/economics, monetary theory, environmental & natural resource economics, labor and human resource economics, money & banking, history of economic thought/doctrines, comparative economic systems, and economic development.

History: History includes all types of history. Included are world history/western civilization, ancient history, intellectual/cultural history, economic/business history, history of religion, historiography, history of science and technology, U.S. history surveys, topics in U.S. history through the Civil War, topics in U.S. history since the Civil War, U.S. cultural/intellectual history, history of individual states, Afro-American history, European history, history of individual countries, Asian history, African history, Latin American history, history of other world regions, women's history, and military history.

Political Science: Political science includes international relations/conflict/communications, political science/government, U.S. government & politics, U.S. constitutional law/politics/history, political theory, comparative government & politics, European government, non-Western government & politics, methodology, political behavior, U.S. state, local government & politics, U.S. foreign policy, and political science/government internship.

Sociology: Sociology includes introductory sociology courses, marriage & family (but not "Family Relations" and "Family Development"), sociology of race, organizational sociology, sociology of aging, social change, social theory, comparative sociology, social problems, sociological research methods, community/rural/urban sociology, social stratification, medical sociology, applied sociology and internships, urban studies, and social statistics.

Examples:
Anthropology
Economics
Geography
History
Political Science
Sociology

ANTHROPOLOGY

Anthropology: General, Introduction, Human Origins, Ascent of Man, Ancient Cultures, Peoples of the World, Culture and Personality

Cultural Anthropology, Ethnology, Folklore, Comparative Cultures, Anthropology of Religion, Magic, Ritual, Cultural Change, Cultures and Traditions, Theological Anthropology, Comparative Cultures, Folk Religion, Witchcraft

> *But not "Cultural Diversity" titles, which are coded in NHES Category 021, Liberal Arts/General Studies.*

Physical/Biology/Medical Anthro, Human Osteology, Biology of Race

Non-Western Peoples & Cultures, Third-World Cultures

Native Amer. (North, South, Meso) Peoples/Cultures

Language, Linguistics & Culture

Anthropology: Readings, Research, Fieldwork

Anthropology: Other, Unknown

Archaeology

Criminology, Crime & Delinquency, Criminal Behavior, Crime in America

> *Criminal justice or administration of justice should be coded the NHES Category 035, Protective Services/Military Services.*

Demography, Population Dynamics/Analysis/Growth

ECONOMICS

Not all course titles including the word "economics" belong in economics. Titles in Business/Managerial Economics, for the most obvious example, have their own code NHES 045 under Business Management; those in Engineering Economics have their own code in NHES Category 070, Engineering & Related Technologies.

Economy & Society, Economic Problems/Issues, Contemporary Economics, the Economic System, World Economics, Economics for Teachers

> *Courses with these titles were treated as "pre-disciplinary," i.e. as something less than the traditional introduction to the methods, terms, and major concepts of the field. "Consumer Economics" is usually found in NHES Category 082, Home Economics, not here.*

Economics: Principles, Introduction, Principles & Problems, Basic Economic Theory/Analysis, Fundamentals, Political Economy, Macroeconomics, Microeconomics

Intermediate Microeconomics, Microeconomic Theory, Microeconomic Analysis, Price Theory, Theory of Demand/Cost, Theory of the Firm, Economic Analysis of the Firm, Production Economics/Prices

Intermediate Macroeconomics, Aggregate Economic Analysis, Income and Employment, Growth Theory, Macroeconomic Theory/Analysis, Income Analysis/ Policy, Income and Business Cycles, Business Fluctuations, National Income, National Economy

Economic Statistics, Economic and Business Stats, Introduction to Quantitative Economics, Mathematical Economics

Econometrics, Forecasting, Forecasting & Business Cycles

Public Finance, Economics of Government, Econ of Public Sector, Budgetary Process/Controls, State and Local Government Finance

International Trade/Finance/Economics, International Monetary Economics, Foreign Exchange, Economics of Specific Countries

Monetary Theory, Fiscal Policy, Stabilization Policy

Environmental & Natural Resource Economics, Economics of Environment, Rural/Regional/Urban Economics, Economy of Cities

Labor and Human Resource Economics, Manpower Economics, Manpower Development, Trade Unions and Labor Market, Welfare and Social Security, Wage Theory and Determination

Money & Banking, Money & Capital Markets

History of Economic Thought/Doctrines

Comparative Economic Systems

Economic Development, 3rd World Economics, Economic Growth in Less Developed Counties, Problems of Underdevelopment

Economics: Other Determinable Topics

> *"Consumer Economics" is in NHES Category 082, Home Economics, not here. And both "Managerial Economics" and "Business Economics" are coded in NHES Category 045, Business Management.*

Economics: Missing, Indeterminable

GEOGRAPHY

Geography: General; Introduction; Combined Topics

Analytic Cartography, Field Mapping, Spatial Analysis, Image Analysis

Cultural Geography, Human Geography, Social Geography

Physical Geography

Economic Geography

Urban Geography

Geography of North America/Anglo-America

Geography of Europe, USSR

Geography of Africa, Near East, Asia, Pacific, Latin America, Caribbean

Political Geography, Geography of International Affairs, Geography of World Issues

Quantitative Geography, Geographical Data Analysis

Geography: Other

HISTORY

World History/Western Civilization, Modern World

Ancient History, Classical History, Pre-History, Ancient Greece/Rome/Middle East

Intellectual/Cultural History: General, Non-U.S.

Economic/Business History

History of Religion/Church History

Historiography, Research Methods

History of Science, History of Technology

This category also included courses in the history of particular sciences and/or technologies.

U.S. History Surveys

> The titles here are recognizable either as broad coverage ("The Evolution of the U.S.") or as segments ("U.S. from 1620 to 1860") of a survey.

Topics in U.S. History Through the Civil War, Colonial Society, Revolution and Constitution, National Period, the Age of Jackson, etc.

> All Civil War titles were placed here.

Topics in U.S. History Since the Civil War, the Gilded Age, the Depression, Vietnam War, U.S. in World War II, Civil Rights Era

U.S. Cultural, Intellectual History

History of Individual States, Regions (e.g. the South, Frontier)

Afro-American/Chicano/Native American History

U.S. History: Other

European History: Dark & Middle Ages, Early Europe

European History: Renaissance to 1789

European History since 1789, Contemporary Europe, Europe Between the Wars

History of Individual Countries

European History: Other, General, Modern Europe

Asian History

African History

Latin American History, History of the Americas

History of Other World Regions, e.g. Oceana, Modern Middle East, Non-Western Civilization

Women's History, Women in American History

Military History, History of the Military Art, U.S. Military History, History of Warfare

History: Other, Indeterminable

> *"World War" and "Cold War" titles are here. The works of classical historian are coded here, such as Phiny, Herodotus, etc.*

POLITICAL SCIENCE

International Relations/Conflict/Communications, International/World Politics, International Systems, Border Politics/Relations

> *"International Law" taught as part of a law degree was classified under NHES Category 033, Law. International Trade courses are in NHES Category 031, Social Sciences & Social Studied (under Economics), and titles such as "Conflict Resolution" and "War & Peace" are coded in NHES Category 140, Interdisciplinary.*

Political Science/Government: Introduction, Principles of, Essentials, Basic Issues of, Political Problems, Contemporary Issues

U.S. Government & Politics, Federal and State Government, American Political System, Presidency, Congress

U.S. Constitutional Law/Politics/History, Civil Rights, Civil Liberties, Judiciary

> *If taught as part of a law degree, these titles were classified under NHES Category 033, Law.*

Political Theory/Philosophy/Ideology/Thought

> Courses on specific ideologies, e.g. Marxism, Authoritarian Regimes, Theory of Monarchy, etc. were all coded here.

Comparative Government & Politics, Parliamentary Systems

> *But not "Parliamentary Procedure," which we coded under Public Speaking/Debate, in NHES Category 022, English Language & Literature.*

European Government & Politics

Non-West. Government & Politics (including titles specifying Latin America, Near East, etc.), 3rd World Politics, Government in Developing Nations

Methodology, Research Design, Political Statistics

Political Behavior/Elections/Voters, Political Parties, Pressure/Interest Groups

> *Courses concerning public opinion and propaganda, without a specifically political reference, however, were classified under Communications in NHES Category 032, Communications.*

U.S. State, Local Government & Politics, Urban/Rural Politics, County/Municipal Government

U.S. Foreign Policy, Diplomacy, National Security

Political Sci/Government Internship, Practicum, Washington Intern

Political Science: Other Determinable Topics

Political Science: Indeterminable, Unknown

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SOCIOLOGY

Sociology: Introduction, General, Principles, Social View of the World, Society and Individual, Social Institutions

Marriage & Family, Family System, Sociology of Human Sexuality, Courtship and Marriage, Family in Society, Marriage and Sex

> *But "Family Relations" and "Family Development" are usually in NHES Category 082, Home Economics, and "Sociology of Sex Roles" is now NHES Category 021, Liberal Arts/General Studies.*

Sociology of Race, Minorities, Ethnic Groups, Race Relations, Sociology of Minority Group

> *"Black Society" should be coded 021, Liberal Arts/General Studies.*

Organizational Sociology, Organizational Processes, Complex Organizations, Formal Organizations, Organizations and Society, Bureaucracy

> *For an "Organizational Processes" title, major field of study was a strong guide: a Business Management major placed the title into NHES Category 045, Business Management.*

Sociology of Aging, Health, Youth, Death

Social Change, Movements, Collective Behavior Crowd Behavior, Psychology of Social Movements

Social Theory, Social Thought

Comparative Sociology, Third World Sociology

Social Problems, Deviance, Social Disorganization

Sociological Research Methods, Survey Design, Data Collection

Community/Rural/Urban Sociology

Social Stratification, Inequality, Poverty

Small Group Sociology, Socialization, etc.

Medical Sociology, Sociology of Medicine/Health Sociology of Health Care

Applied Sociology, Internships, etc.

Sociology: Indeterminable, Other

> *Titles that tend to wind up here include Sociology of War, Sociology of Law, Political Sociology, Sociology of Religion, and Sociology of Knowledge. "Sociology of Sport" is classified in NHES Category 140, Interdisciplinary.*

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Urban Studies, Urbanization, Urban Economy/Economics

Social Statistics, Statistics for Social Sciences, Quantitative Research in Social Science

> *Titles here are distinct from those statistics and methodology courses in specific disciplines, e.g. Quantitative Psychology (NHES Category 034, Psychology), Educational Statistics (NHES Category 060, Education), Content Analysis in Politics (NHES Category 031, Social Sciences & Social Studies), etc.*

Social Sciences: Missing, Indeterminable

032 Communications

Communications encompasses a wide range of courses that have to do with personal, business and mass communication; the technology associated with communication; and the storage and management of information in libraries or archives. The pages that follow provide additional detail on each of these areas.

Communications: Communications includes personal, business, and mass communications courses, as well as interpersonal aspects of communication skills. Some examples include general communications, oral communication, advertising, communications research, journalism, public relations, radio/TV news broadcasting/writing/gathering, directing, and producing, telecommunications policy, mass communications, public opinion & propaganda, communication law, interpersonal communication, persuasion, interviewing, intercultural/multicultural/cross-cultural communication, professional communication, and internships in communication.

Communications Technologies: Communications technologies encompasses courses in discrete production aspects of media. They include educational media technology, motion picture, photographic technology, radio/TV production technology, sound recording technology, and telecommunications technology.

Library and Archival Sciences: Library and archival sciences include library/archival science: general, archival science and manuscript collections, cataloging, classification, and museology.

Examples:
Advertising
Archival Science
Interpersonal Communications
Journalism
Library Science
Mass Media
Motion Picture Technology
Museology
Photographic Technology

Note that courses covering personal or interpersonal relations should be put into 102, Personal Awareness/Improvement: Self and Interpersonal.

COMMUNICATIONS

Communications: General, Principles, Human Communication, Fundamentals/Foundations of Communication, Communication in/and Society

> *We reserved the "speech" courses in English, NHES Category 022, English Language & Literature for titles that were specific to either advanced (Debate, Public Speaking, Oral Interpretation, Voice, etc.) or remedial topics. General titles such as "Communication Skills" were assigned to NHES Category 032, Communications.*

Oral Communication, Speech Communication, Intro Speech, Speech Arts, Speech, Effective Speech

Advertising, Copywriting, Commercials, Media Planning, Marketing Communications, Broadcast Copywriting, Advertising Production

Communications Research/Theory, Interaction Process Analysis, Semiotics, Semiotic Theory

Journalism, Reporting, Editing, Photojournalism Feature Writing, News Gathering, Editorial Writing

> *The range of titles here (in combination with qualifiers such as "magazine" or "newspaper") covers most of the undergraduate journalism curriculum.*

Public Relations

Radio/TV News Broadcasting/Writing/Gathering, Directing, Producing, Broadcast Journalism, TV News Practicum, News Media. The titles here referred specifically to news.

Radio/TV: General, Writing, Directing, Programming; Writing for Non-Print Media, Media Management, Electronic Programming, Broadcast Technique, Intro to Broadcasting, Broadcast Announcing/Interviewing, Production Theory, International Broadcasting, Announcing

> *TV production, when specified, was classified in the communications technology series here, as were titles referring to FCC license preparation and "Announcing" courses that were considered performance courses.*

Telecommunications Policy/Management/Programming, Communication Systems, Telecommunication Information Systems, International Telecommunications, Telecommunications

Mass Communications, Mass Media, Communication Systems, History of Mass Communication, Media Communication, Media Use, TV/Radio/Film in Society, Media Criticism

> *Basic survey courses in mass media titles covering a range of specified media, e.g. "Radio/TV/Film," were coded here. But "Film as Communication," for example, was placed in NHES Category 104, Fine & Performing Arts. The title, "Minor Media," does not refer to communications, rather to fine arts.*

Public Opinion & Propaganda, Political Communication

> *If political elections were specified in the title, the course was classified under "Political Behavior", NHES Category 031, Social Sciences & Social Studies.*

Communication Law, Regulation, Freedom of Press and Speech, Press and Society

> *If these courses were taken by persons enrolled in a law degree program, they were classified under in NHES Category 033, Law, and not here.*

Interpersonal Communication, Small Group Communi- cation, Intercultural Communication, Personal Persuasion, Non-Verbal Communication, Group Discussion

> *"Mass Persuasion" is in NHES Category 032, Communications. "Persuasive Speaking," as opposed to "Persuasion," was placed in NHES Category 022, English Language & Literature. "Group Dynamics" and "Interpersonal Relations" do not belong here, but rather in NHES Categories 034, Philosophy, and 102, Personal Awareness/Improvement: Self & Interpersonal, respectively (but see the decision rules under those two entries).*

Interviewing

Intercultural/Multicultural/Cross-Cultural Communication, Cultural Dimensions of Speech, Ethnic Communication Modes, Interracial Communication

> *But general "Intergroup Relations" titles belong under Social Psychology, NHES Category 034, Psychology, and general "Cultural/Multicultural Studies" titles belong in NHES Category 021, Liberal Arts/General Studies.*

Business and Professional Communication, Management Communication, Executive Communication, Managerial Communication

> *This is a very tricky territory. Titles such as "Organizational Communication" and "Corporate Communications" belong in NHES Category 045, Business Management, "Business Communication" should be in NHES Category 046, Business Administrative Support: except Computer Software. But notice that when the title combines "Business and Professional," it is placed here. "Job Communications" is NHES Category 102, Personal awareness/Improvement: Self & Interpersonal.*

Internships in Communication, Journalism

Communications: Other, Indeterminable

COMMUNICATIONS TECHNOLOGIES

Communications Technologies cover courses in discrete production aspects of media. They are not to be confused with Communications Engineering, NHES Category 070, Engineering & Related Technologies or any of the categories describing writing or directing for the media (see NHES Categories 032, Communications and 104, Fine & Performing Arts). "Technical Communications" is usually not communications technologies, and is classified in NHES Category 022, English Language & Literature. It is also easy to confuse an abbreviated title such as "Communication Tech[nique]" for a communication technology course.

Educational Media Technology, Audio-Visual Communication, AV Equipment/ Production/ Materials

If the title referred to "instruction" through educational media, it was coded in NHES Category 060, Education.

Motion Picture Technology, Super 8mm, Studio Lighting, Film Projection

But "Film Production," "Film Animation," "Film Techniques" and similar titles are coded in NHES Category 104, Fine & Performing Arts.

Photographic Technology, Camera Theory, Photo Sensitometry, Zone System, Photosensitive Materials, Reproduction Photography, Physics of Photography

Radio/TV Production Technology, Broadcasting Technology, FCC License, Broadcast Operations, Cable TV Operations, Radio Engineering, TV Graphics

Sound Recording Technology, Sound Studio, Recording Systems, Art of Recording, Mechanics and Sound, Audio Reproduction Systems, Studio Recording Technique, Music Mixing

Telecommunications Technology, Fiber Optic Communications, Cable Communications, Telecommunications Processes

Fiber Optics should be coded 070, Engineering & Related Technologies.

Communications Technologies.: Other

Among other titles that tend to fall in this bin are those that deal with the technical (as opposed to artistic) aspects of video production, e.g. "Video Systems" and "Video Circuits."

LIBRARY AND ARCHIVAL SCIENCES

Library/Archival Science: General

Archival Science, Manuscript Collections, Library Science, Cataloging, Classification, Non-Book Materials

Museology

Library/Archival Science: Other

033 Law

Law encompasses law courses that are usually taken at colleges and universities by persons with a law major. Some law courses might also be provided by professional associations for lawyers, judges, and other law professions. The pages that follow provide additional detail in this area.

Law: Law courses may include general law, law courses such as torts, contracts, labor law, international law, administrative law, trusts, wills, family law, and domestic relations. Also included are legal assisting, law office management, military law, and international law.

Examples:
Civil Law
Criminal Law
Legal Procedure
Continuing Legal Education courses
Legal Assisting
Military Law
Paralegal

However, any law courses dealing with the law in the context of either business or criminal justice (e.g., police academy training) should be excluded in this category. Business law goes in 045, Business Management; criminal justice (e.g., police training) goes in 035, Protective Services/Military Science. Criminology, the study of crime in society, should be coded in 031, Social Sciences & Social Studies.

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LAW

This section was reconstructed along three lines. **First**, to ensure that the classic curriculum of persons seeking LLBs/JDs in law schools was gathered here, as opposed to being scattered elsewhere. **Second**, to exclude courses dealing with the law taught in the context of either business or criminal justice (read "Police Academy") programs. For example, "business law," "legal environment for business," etc., courses should be assigned to NHES Category 045, Business Management. On the other hand, courses in "commercial transactions" taught as part of law degrees are kept here. The same pattern was followed for titles in "criminal procedure," for example. **Third**, to separate, as much as possible, courses dealing with legal aspects of specific fields and usually taught within those fields. With few exceptions, these were also placed in this category. Provider type and major field of study are all used as criteria in the assignment of specific titles. For example, a course in "constitutional law" taken by a political science major in a college is assigned to NHES Category 031, Social Sciences & Social Studies.

Law: General, Introductory, Law & Society, Law & Politics, Legal System, Principles of Law, Legal Reasoning

Law [includes Torts, Contracts, Labor Law, International Law, Administrative Law, Trusts, Wills, Family Law, Domestic Relations, Agency, Estates, Property, Litigation, Moot Court, Appellate Advocacy, Civil Procedure, Municipal Corporations, Legal Clinic, Patent Law, Copyright, Trial Advocacy, Trial Practice, Taxation, Marital Property, Domestic Violence, Immigration Law, Jurisprudence, etc.]

Legal Assisting, Research, Writing; Legal Bibliography, Para-legal, Administration of Wills and Trusts, Probate, Preparation of Documents, Legal Terminology, Legal Drafting

Law Office Management

Military Law, Military Justice, Law for Commanders

International Law, Comparative Law, International Arbitration/Litigation, World Law

> *But "International Law Organizations" is NHES Category 036, Public Administration & Services.*

Law: Other

> *Particularly if taught outside Law degrees, titles such as Ocean Law, Travel Law, Law and Medicine, Legal Aspects of Engineering, Agricultural Law, Medical Jurisprudence, etc. wound up here. If taught within a law degree, "Environmental Law" was placed here; if not, then it goes to NHES Category 010, Agriculture & Natural Resources. Likewise, "Sports Law" in law degrees goes here; outside of law degrees, it's NHES Category 140, Interdisciplinary. Note that "Aviation Law" is placed in NHES Category 081, Vocational & Personal Services.*

034 Psychology

Psychology encompasses all psychology courses. They are usually provided by colleges and universities; however, some professional associations might provide psychology courses. Child development should be coded here if the subject matter is psychology. (If the subject matter of a child development course is education, it is placed in Education; if the subject matter is child care or family management, the course is coded in 082, Home Economics.) The pages that follow provide additional detail in this area.

Psychology: Psychology includes general psychology, clinical psychology, cognitive psychology, counseling psychology, developmental psychology, experimental psychology, industrial psychology, personality psychology, abnormal psychology, human sexuality, physiological psychology, psycholinguistics, psychometrics, and social psychology.

Examples:
Child Psychology
Clinical Psychology
Cognitive Psychology
Counseling Psychology
Developmental Psychology
Experimental Psychology
Group Interaction/Group Dynamics
Human Sexuality
Social Psychology

Note that educational psychology and child development (with a subject matter of early childhood education or education) courses should be put into 060, Education. General counseling when the field of study was undetermined should be coded here.

PSYCHOLOGY

The reader should also consult the rules for NHES Category 060, Education and NHES Category 102, Personal Awareness/Improvement: Self & Interpersonal.

Psychology: General, Introduction to, Principles, Behavioral Science

Clinical Psychology, Behavior Control/Modification, Clinical Therapy, Family Therapy, Group Therapy, Behavioral Intervention, Psychotherapy, Hypnosis

Cognitive Psychology, Memory, Perception, Consciousness

Counseling Psychology, Community Psychology

> *But "Counseling" in combination with "Guidance" in a title placed it under NHES Category 060, Education.*

Developmental Psych, Child Psych, Child Study, Child Behavior, Childhood and Adolescence, Adolescent Psych, Psychology of Aging, Human Development, Principles of Development, Adult Development, Old Age and Death, Lifespan Psych, Life Cycle

> *"Child Development" titles were sometimes classified under NHES Category 082, Home Economics, depending on the major field of study and the provider type of the course. If the word, "Family," appeared in the title, as in "Human and Family Development," the course was classified under Home Economics, NHES Category 082. "Human Growth and Development" titles were usually classified under the Biology service courses, NHES Category 091, Sciences, unless the title specified psychology or behavioral science.*

Experimental Psych, Research Methods, Research Design

Industrial Psychology, Organizational Psychology

> *But "Managerial Psychology" and "Organizational Processes" courses were placed under NHES Category 045 in Business Management.*

Personality Psychology

> *Includes a host of titles, e.g. Motivation, Emotion, Aggression, Dreams, Human Behavior, Psychology of Adjustment, Analysis of Behavior, Personality Development/Dynamics/Theory*

Abnormal Psychology, Psychology of Deviance Disorganized Personality, Behavioral Pathology, Mental Retardation

Human Sexuality, Human Sexual Behavior

> *As distinguished from "sexual relations" under NHES Category 102, Personal Awareness/Improvement: Self & Interpersonal.*

Physiological Psych, Biopsychology, Psychobiology Biological Bases of Behavior, Sensation, Biofeedback, Brain and Behavior

Psycholinguistics, Psychology and Language, Language Development

Psychometrics, Psychological Testing

Psychopharmacology, Drugs and Behavior

Quantitative Psychology, Psychological Statistics

> *If courses in ANOVA, Applied Multiple Regression, etc. are taught in psychology departments, they are classified here, and not in 092, Mathematics.*

Social Psychology, Environmental Psychology, Mass Behavior, Group Interaction, Group Dynamics

> *"Collective Behavior," however, is usually a Sociology course, and has its own code, NHES Category 031, Social Sciences & Social Studies. "Applied Psychology," and Interpersonal/Human Relations courses are coded NHES Category 102, Personal Awareness/Improvement: Self & Interpersonal. Human Relations in Business are coded 045, Business Management.*

History of Psychology, Philosophy of Psychology

Psychology Field Work, Internships

Psychology Seminars, Readings, Colloquia

Psychology: Missing, Indeterminable

035 Protective Services/Military Science

Protective Services/Military Science encompasses two disciplines related to law enforcement or the protection of persons or communities. The pages that follow provide additional detail on each of these areas.

Military Sciences and Technologies: The military sciences include Air Force and aerospace studies, Coast Guard science, military science and combines arms operations, Naval science and navigation, and all military technologies.

Protective Services: Many of the courses in this area are "Police Academy" topics although they are also offered elsewhere. They include correctional administration, penology, probation/parole, administration of justice, criminal justice studies, criminalistic, forensic studies, law enforcement, security services, criminal justice internships, criminal law & procedure for police, police/community relations, traffic law/control/management, juvenile justice/delinquency, fire fighting, and narcotics and drug enforcement.

Examples:
Corrections System (e.g., prison, parole, probation courses or training)
Coast Guard Science
Criminal Justice
Disaster
Earthquakes
Fire Fighting
Military Science
Military Technology
Police Training
Search and Rescue
ROTC

Note that criminology should be put into Social Sciences & Social Studies (031). Occupational Safety should be coded 070, Engineering & Related Technologies, and Fire Safety should be coded 113, Self-Help & Personal Health Courses.

MILITARY SCIENCES and TECHNOLOGIES

The courses classified here are usually the generic cadet training courses in the service academies and ROTC programs. Some of the major titles used across all of the services include "Basic Cadet Training," "U.S. Military Forces," "Operations and Tactics," "National Security," Defense Policy/Establishment/ Strategy/Organization, and "The Professional Officer."

Air Force, Aerospace Studies, Growth/Development of Air Power

> The previous category title was "Aerospace Science." This was confusing. *If a course title refers to "Ground School" or "Pilot Training," unless the Air Force is specifically named in the title, it is classified under NHES Category 081, Vocational & Personal Services.*

Coast Guard Science

Military Science, Combined Arms Operations, Small Unit Tactics

> Other titles included "First (Second) Year Basic," which is not a computer programming course, "Command Comm," which is not the name of a software file, and "Rangers."

Naval Science, Navigation (and Celestial Navigation), Sea Power, Ship Systems, Naval Organization/Management, Central Systems

> "Naval Electronics" was classified here, and not under 070, Engineering & Related Technologies.

Military Science: Indeterminable

Military Technologies: All

PROTECTIVE SERVICES

Many courses here are "Police Academy" versions of topics also offered--with different orientations--elsewhere in the curriculum. Our reconstruction of the categories and codes in this series sought to disaggregate these titles from otherwise undifferentiated masses.

Correctional Administration, Corrections Systems, Corrections Theory, Corrections Law

Corrections: Penology, Probation/Parole, Corrections Practices, Corrections Casework/Counseling, Community-Based Corrections

> Titles here focus on the operational aspects of corrections.

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Administration of Justice, Courts, Court Administration

> *Titles here refer to the operations of the judicial system in general. They are not courses in the political science (NHES Category 031, Social Sciences & Social Studies, and are not taught as part of law degrees.*

Criminal Justice Studies, Criminal Justice, Law Enforcement and Criminal Justice

Criminalistic, Evidence, Criminal Investigation, Testimony, Criminal Identification, Search & Seizure, Computer Applications in Criminal Justice, Quantitative Methods in Criminal Justice

Forensic Studies, Forensic Chemistry/Biology, Forensic Medicine/Science, Crime Lab

Law Enforcement: General Police Training, Police Academy, Crime Prevention and Control, Patrol Procedures and Operations, Firearms, Defensive Tactics, Law Enforcement Techniques, Introduction to Law Enforcement, Baton Training, Police Report Writing

Law Enforcement Administration, Police Admin.

Security Services

Criminal Justice Internships, Police Field Experience

Criminal Law & Procedure for Police, Law of Evidence, Legal Aspects of Criminal Justice, Criminal Codes [usually the state is named]

> *Both major field of study and provider type are keys to coding these titles. If taught as part of a law degree, a title such as "Criminal Procedure" does not belong here, rather in NHES Category 033, Law.*

Police/Community Relations

Traffic Law/Control/Management, Vehicle Codes, Traffic Operations, Traffic Accidents/Investigs.
"Traffic," not "transport."

Juvenile Justice/Delinquency/Crime/Procedures, Youthful Offender, Youth Crime

Narcotics, Drug Enforcement

Criminal Justice: Other

Fire Control and Safety Technology

Fire Protection Administration

Fire Fighting

Fire Protection: Other

Protective Services: Missing, etc.

036 Public Administration & Services

Public Administration & Services encompasses courses that deal with planning, management, and service delivery associated with **federal, state, or local government agencies**. The page that follows provides additional detail.

Public Administration & Services: Public affairs includes community services, international organizations, public administration/management, public policy studies, public works, general social work, social welfare, social work practicums, research in social work, and social sciences.

Examples:
Community Administration
Community Planning
Community Services
Government Administration
Landfills
Public Administration
Public Affairs
Public Policy Studies
Public Relations
Social Work

Note that Human Services in a social work context were coded here. Courses involving Domestic Violence, Battered Woman, or Child Abuse were also coded here when social work or public administration were indicated.

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PUBLIC AFFAIRS

This section of the CIP covers both Public Administration and Social Work. In the former, many titles contain the word "management." Our guideline was that a reference to the management of nonprofit, public-sector institutions and organizations placed the title in this series, not Business Management (NHES Category 045).

Community Services/Organization/Resources

International Organizations, Int'l Service, United Nations

Public Administration/Management, Government Regulations, State Budgetary Process, Public Personnel Administration

"Public Finance," however, was coded as an Economics course, NHES Category 031, Social Sciences & Social Studies.

Public Policy Studies, Public Policy Analysis, Policy Science, Policy Formation/Process

Public Works (Sanitation, Utilities, etc.), Waste Management

Social Work: General

Covers titles in Child Welfare and Intervention Strategies, for example, but not titles referring to schools or interviewing.

Social Welfare, Social Policy/Administration/Service

Social Work Practicums, Field

Research in Social Work/Welfare

Social Work: Other, Unknown

Public Affairs: Other

Social Sciences: General, Survey, Social Processes, Social Environment

Current Affairs, World Issues, and Global Developments should be 031, Social Sciences & Social Studies.

037 Social Sciences & Social Studies: Other

This category is to be used only when you cannot categorize a Social Science/Studies course using one of the other six categories. Review the course information and the other categories before placing a course in this "other" category.

041 Specialized Business Marketing, except Real Estate and Insurance

These courses are frequently oriented towards a specific field of sales. The focus of the course will usually be on a specific area, such as computer sales, travel sales, home decorating sales, etc. Hence, the course is typically occupationally oriented. In some cases, it may be difficult to distinguish these courses from continuing education courses offered at the MBA or above level that discuss the application of marketing principals to specific areas and are coded as business marketing management (see below). These specialized marketing courses are oriented toward sales techniques and activities. Those coded as business marketing management (discussed further below) will usually be graduate level courses or undergraduate courses for business majors focusing on the planning and execution of sales in general or the promotion and distribution of ideas or goods, and will rarely be focused on a specific area such as travel or computers.

Examples:
Auto Vehicles Marketing
Customer Service
Fashion Modeling
Food Marketing
Product Training
Salesmanship
Travel Services Marketing
Telemarketing

Note that specialized marketing courses in real estate and insurance are not included in this category; they should be coded 042, Business Marketing: Real Estate and Insurance. Also, MBA courses or college courses for business majors that focus on the planning and management of marketing activities are coded 043, Business Marketing Management.

SPECIALIZED MARKETING & DISTRIBUTION

Fashion/Apparel Marketing, Fashion Merchandising

Fashion Modeling, Make-Up, Cosmetics Sales

These are not cosmetology courses (see NHES Category 081, Vocational & Personal Services).

Display, Visual Merchandizing, Exhibit Design

Food Marketing, Grocery Operations

Includes convenience store, supermarket management, specialty foods trade, etc.

Industrial Sales/Marketing

International Marketing

Purchasing, Buying

Retailing, Retail Operations

Sales, Salesmanship, Sales Strategies

General Marketing: Other

Hospitality & Recreation Marketing, Hotel Accounts, Restaurant Accounts

These titles were distinguished from "hotel management" titles that were consolidated in NHES Category 045, Business Management. The concepts that govern this category are promotion, marketing, and sales, not operations and finance. Titles include hotel/motel services, recreational services/products, etc. Like many others in this category, they are "product training" courses.

Sports and Entertainment Marketing, Promotion, and Management, Concert Promoting, Recording Promotion

Transportation & Travel Marketing

Tourism

Travel Services Marketing, Travel Planning, Ticketing

Auto Vehicles/Accessories Marketing

Marketing/Distribution: Other

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042 Specialized Business Marketing, Real Estate and Insurance

This special category is provided for the coding of marketing courses in real estate and insurance, because these are areas in which many adults take courses for licensure or continuing education. These are courses that focus on activities associated with the sale and marketing of real estate and insurance. Thus, they are specific in focus, and are occupationally oriented.

Occasionally, you will see a course in real estate law (e.g., Real Estate Law or Real Property Law) provided by a college or university. If the person has an MFOS of law in a professional degree program, this is a law course (NHES Category 033, Law) and not a real estate marketing course.

Examples:
Apartment Leasing
Appraisal
Insurance Marketing/Operations/Claims/Adjusting
Land Finance
Land Leasing
Real Estate

043 Business Marketing Management

Courses in Business Marketing Management are part of the 06 series in the College Course Map (CCM). These courses are typically of an advanced level and are taking by persons in MBA or undergraduate business management programs. Hence, these courses are not the same as the more occupationally oriented courses that are included in Specialized Business Marketing; except Real Estate and Insurance,(041), and Business Marketing: Real Estate and Insurance (042). Rather, these courses are associated with the management, planning, and organization of marketing activities, and are strategic rather than applied. That is, they focus on strategies and not on marketing techniques for a specialized field or occupation.

Business Marketing: Business marketing includes marketing, marketing management, marketing theory, marketing research, behavioral science in marketing, and consumer-marketing behavior. General/Intro/Principals of Promotional Marketing

Examples:
Business Marketing
Marketing Management
Business Import/Export

Note that Real Estate is not included here but rather in 042, Specialized Business Marketing: Real Estate and Insurance. Marketing Communications and Advertising are under 032, Communications.

BUSINESS MARKETING

Marketing, Marketing Management, Introduction to Marketing, Distribution Channels, Marketing Theory, Channel Management, Marketing Strategy, Marketing Operations Management

> *If the courses were graduate (i.e. taken in the course of a Master's degree program) or the person's undergraduate major (if known) was marketing, finance, management, operations research/quantitative studies, or organizational behavior, etc., then the course was classified under NHES Category 043, Business Marketing Management. Provider of these courses are more likely to be a 4-year college or university. The NHES Category 043, Business Marketing Management codes were generally applied to marketing courses in Bachelor's and Master's degree programs, not to programs at levels less than the Bachelor's.*

Marketing Research, Behavioral Science in Marketing, Consumer-Marketing Behavior, Consumer Behavior

044 Business Accounting & Finance

Courses in business accounting & finance encompass all levels of accounting courses. These courses deal with the financial aspects of businesses and with issues associated with taxes. It is very likely (but not required) that the word "accounting" or the word "finance" (or derivatives of these words) will be a part of the course name or subject matter. Some examples of business accounting & finance are introductory accounting, tax accounting, business tax, personal financial management, intermediate accounting, advanced accounting, cost accounting, auditing, CPA review, and managerial accounting.

Note that bookkeeping is not a business accounting/finance course -- it is a business administrative support course (see 046, Business Administrative Support: except Computer Software).

Business Accounting & Finance: Business accounting and finance includes introductory accounting, tax accounting, personal finance, intermediate accounting, advanced accounting, cost accounting, auditing, CPA review, and managerial accounting.

Examples:
Accounting
Auditing
Business/Corporate Financing
CPA Review
Personal Finance
Taxes

Note that Family Finance is under 082, Home Economics.

BUSINESS ACCOUNTING & FINANCE

Introductory Accounting, Principles of Accounting Systems

Tax Accounting, Taxes

> *But "taxation" or "taxes and estates" or "federal income tax" as courses taken as part of a law degree were coded in NHES Category 033, Law.*

Intermediate Accounting, Advanced Accounting, Cost Accounting, Auditing, Financial Communications, CPA Review, Managerial Accounting, Fund Accounting

> *This category was designed to cover intermediate and advanced topics in accounting.*

Personal Finance

> This is neither a personal service course nor a business home economics/family finance title. The former would be classified under 102, Personal Awareness/Improvement: Self & Interpersonal; the latter would contain the word, "family."

Finance: Principles, Corporate, Capital Markets, Capital Management, Financial Decisionmaking, Financial Policy, Working Capital

> *But specific references to "farm," "crop," or "agricultural" finance were coded in NHES Category 010, Agriculture & Natural Resources.*

Bank/Financial Institution Operations, Bank Management, Commercial Banking, Credit Operations

> *These titles were distinguished from "Money and Banking" under Economics in the NHES Category 031, Social Sciences & Social Studies series and from banking occupations titles in the NHES Category 046, Business Administrative Support: except Computer Software series. Provider type and major field of study (where known) were used to distinguish among these titles. "Banking" courses titles in proprietary business schools, AVTIs, and community colleges are usually included in the NHES Category 046, Business Administrative Support: except Computer Software series.*

Securities and Investments, Stocks, Bonds, Commodities, Futures, Arbitrage, Securities Analysis/Valuation, Options, Investment Mgmt

045 Business Management

Courses in business management prepare individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Note that there is no direct mention of exchange (e.g., sales or purchasing). So, when the course name and subject do not specifically mention words that suggest exchange (sales/marketing) or accounting/finance, the course is more likely to be a business management course than a marketing management, specialized marketing, or business accounting/finance course. These are generally courses that offer instruction in business management at a fairly advanced (postsecondary) level and involve complex conceptual information, even if not offered by a college or university. Examples of general areas of business management are: general business, principles of business, general business administration, business law, business regulations, management policy/strategy, operations management, business/managerial economics, personnel management (performance appraisal, compensation administration), operations research/decision science, business research, organizational leadership/behavior. Management training in specific fields is also included in this area: institution management, hotel management, restaurant management, transportation management, international business/management, labor/industrial relations.

Examples:
Apartment Management
Budget Administration
Business Management
Business Law
Collective Bargaining
Contracts and Negotiating
Employee Benefits
Human Resource
Insurance & Risk Management
Labor Relations
Mediation
Mergers and Acquisitions
OSHA
Personnel Management
Supervisory Management

Occupational Safety concerning OSHA is coded 070, Engineering & Related Technologies.

BUSINESS & MANAGEMENT

General Business, Principles of Business, Business and Society, Social Environment of Business, American Business System, Fundamentals, Foundations, Intro to Business, Business Policy, Business Organization, Business Problems, Modern Corporation

> *Business History was coded with economic history in NHES Category 031, Social Sciences & Social Studies.*

Business Law, Legal Environment for Business, Law & Business, Business Transactions and the Law

> *Particularly when taken as part of a law degree, courses with titles such as "Corporation Law," "Commercial Transactions," etc. should be coded in NHES Category 033, Law.*

Business and Government, Regulation

Management: General, Theory, Introduction to, Fundamentals of, Survey of, Business Org & Manage, Management Concepts/Games/Policy/Strategy

Operations Management, Product Management, Logistics, Inventory Control, Production Management, Production Planning, Cost Control

> *Some titles here should be distinguished from those in Engineering. Manufacturing Management, for example, was coded in NHES Category 070,* Engineering & Related Technologies.

Business Economics, Managerial Economics, Econ of Business, Analysis of Business Conditions

Personnel Mgt., Human Resource Devel., Performance Appraisal and Promotion Systems, Compensation Administration, Human Relations in Business

> *But "principles of supervision" titles that refer to teachers or schools were coded in the NHES Category 060, Education; and the word, "Labor" in a title placed it in NHES Category 045 Business Management. And "supervisory training" and "supervisory technique" were coded in NHES Category 046, Business Administrative Support: except Computer Software.*

Institutional Management, Hotel Management, Restaurant Management, Hospitality Management

Transportation Management, Freight Mgmt/Rates/Tariffs, Physical Distribution, Transport Econ.

> *Titles in "public transportation" were coded under Public Administration & Services, NHES Category 036; titles specifying aviation or airport management were coded NHES Category 081, Vocational & Personal Services. "Traffic Operations" is a Police Academy course in NHES Category 035, Protective Services/Military Science.*

Insurance & Risk Management, Principles of Insurance, Introduction to Insurance, Family Risk Management, Property/Casualty

> *Titles specifying insurance marketing or sales were placed in NHES Category 042, Specialized Business Marketing: Real Estate and Insurance, not here.*

International Management, International Business, Multinational Corporations (MNCs)

> *But "International Economics/Finance/Trade" titles were placed in NHES Category 031, Social Sciences & Social Studies.*

Labor/Industrial Relations, Collective Bargaining, Contract Arbitration, Labor-Management Relations, Unions and Management

Management Information Systems, Business Systems Design/Development

Business Statistics

> *"Business & Economic Statistics" was coded here, but "Economic Statistics" (without the word "Business") was coded in NHES Category 031, Social Sciences & Social Studies. "Business Math" was in NHES Category 092, Mathematics.*

Operations Research, Decision Science/Analysis Mathematical Decisionmaking, Optimization

> *The key word is "decision." But "Math for Business Decisions" is classified under Math in NHES Category 092, Mathematics, not here. "Optimization" also appears under Engineering Math in NHES Category 070, Engineering & Related Technologies. Major field of study and other courses taken are keys to coding.*

Management Science, Business Research, Quantitative Methods/Studies/Techniques, Administrative Science

Organizational Behavior/Theory/Processes, Organizational Development/Leadership, Organizational Communications, Administrative Behavior, Corporate Communications, Managerial Behavior

> *However, "Management Communication" is coded NHES Category 032, Communications, and "Business Communication" is usually coded in NHES Category 046, Business Administrative Support: except Computer Software. The key word to most titles here is "organization." "Leadership," without that qualifier, was usually placed in NHES Category 102, Personal Awareness/Improvement: Self & Interpersonal.*

Small Business Management/Policies/Operations, Proprietorship

Internships in Business/Accounting, Co-Op Assignment: Management, Business Practicum

Entrepreneurship, New Venture Management, Venture Capital, New Business Ventures, Enterprise Development

Business Administration: Other, Indeterminate

> "QBA" (Quality Business Administration) turns up here.

046 Business Administrative Support: except Computer Software

These courses are for office support occupations and office operations, and related clerical occupations. These are applied courses that focus on specific office activities or tasks, or the supervision of administrative support staff, or courses for office managers. In addition to office support activities, business administrative support includes courses related to other clerical support activities including bookkeeping, teller functions, mailroom functions, etc. Examples of business administrative support courses include account and bookkeeping support, computer accounting, bookkeeping, machine billing, banking and related financial programming support, teller operations, business data processing, computer operations, business data entry equipment operation, business data programming, office supervision, secretarial programs, court reporting, executive secretarial, legal secretarial, medical secretarial, stenography, general office programs, typing, business correspondence, duplicating machine operation, filing, receptionist, and telephone techniques.

Examples:
Bookkeeping
Business Keyboarding/Typing
Filing/Clerking/Records
Legal/Medical Secretarial
Office Organization
Payroll
Receptionist/Front Desk/Telephone Techniques
Typing

Note that business computer software (e.g., word processing courses or spreadsheet courses) should be put into Business Administrative Support: Computer Software (047).

OFFICE SUPPORT OCCUPATIONS, OFFICE OPERATIONS

The keyword "operations" or "operator" placed a course in this series as opposed to NHES Categories 045, Business Management or 051, Computer Science & Systems. Major field of study and degree level (in combination) also played a role in assignment of titles here. For example, "Banking" for an office occupations major with a certificate but no degree is assigned here, not in Business Management, NHES Category 045 or Economics under the NHES Category 031, Social Sciences & Social Studies.

Account & Bookkeeping Support: General

Computer Accounting, Accounting Machines, Payroll, Clerical Accounting, Secretarial Accounting, Payroll Accounting

> Titles here do not refer to the study of accounting principles, rather to accounting operations.

Bookkeeping

Machine Billing/Office Machines, Business Machines, Technical Business Lab, Calculating Machines

Accounting & Bookkeeping Support: Other

Banking & Related Financial Prog. Support, Teller Operations, Credit Procedures, Credit Union Operations

Business Data Processing, Input Programming, Business Information Processing

> *Without the word, "business," data processing courses are coded as NHES Category 051, Computer Science & Systems.*

Computer Operation(s), Terminal Operations

Business Data Entry Equip Operation, Keypunch, Sorter

Business Data Programming

> *This is not a computer science applications course: Fortran or COBOL "for business" courses were classified in NHES Category 051, Computer Science & Systems.*

Office Supervision/Management, Supervisory Training, Supervisory Technique

> *But "Supervisory Management" is NHES Category 045, Business Management and "Law Office Management" is NHES Category 033, Law.*

Secretarial Programs: General, Secretarial Science, Secretarial Lab, Proofreading, Secretarial Procedures, Secretarial Admin.

Court Reporting, Transcribing

Executive Secretarial, Managerial Typing

Legal Secretarial

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Medical secretarial, Medical dictation/Typing/Machine Transcription

Titles here are distinguished from those in Medical Office Management and Medical Records Administration NHES Category 112, Allied Health.

Stenography, Dictation, Gregg Method, Stenotype Pitman Method, Short Hand, Speedwriting

Secretarial Programs: Other

General Office Programs, Office Organization, Office Automation, Office Procedures, Office Systems

Typing, Clerk-Typist, Production Typing, Speed and Accuracy, Advanced Typing

Most of the typing titles can be found here.

Business Correspondence, Business Memos, Resumes, Business Communications

Duplicating Machine Operation, Photo Duplication, Reprographics

Filing, Clerking, Records Management, Indexing, Record Keeping

Receptionist, Telephone Techniques/Skills, Front Desk

General Office Programs: Other

Business English, Punctuation

These titles are to be distinguished from "Business and Professional Writing" and "Business and Professional Speaking," NHES Category 022, English Language & Literature and "Business/Managerial/Professional Communication," NHES Category 032, Communications.

Business Support: Other

047 Business Administrative Support: Computer Software

These courses teach the use of computer software programs for business administrative support; however, these skills may be used for personal or student use, and business persons at all levels may take these courses and use these skills in their jobs. Included are word processing software such as Word Perfect or Microsoft Word, and spreadsheet programs such as Excel or Lotus 123. These are applied courses designed to teach a specific application.

Examples:
AmiPRO
Apple Works
BankStreet Writer
Claris Works
Excel
Lotus 123
MacWrite
Microsoft Office
Microsoft Word
Microsoft Works (a package including both word processing and spreadsheet)
Nisus
QuattroPro
Word Perfect
WordPro
Word 6.0

However, courses related to computer hardware are included in Computer Science & Systems (051).

048 Business: Other

Courses coded as 048, Business: Other, are courses that are business-related, but for which there is not sufficient information to select one of other business-related codes. Review the course information and the preceding business-related codes before assigning a course to this "other" category. For example, "Customer service" (how to deal with difficult people), "Team Building" (how to work on a team), "Professional development," or "Working with people" should be coded here.

051 Computer Science & Systems

Computer Science & Systems encompasses all computer courses including software and programming and system courses. The pages that follow provide additional detail in this area.

Computer Science: Included in computer science are introduction to computer science, computers and society, computer programming in any major computer language, algorithms and algorithmic development/methods, machine language, compiler language, data processing, data structures, information science, computer applications, and numerical methods.

Computer and Systems: Computer and systems include systems analysis, systems development, computer communication/networks/sub-systems, systems software, systems programming, and software methods and design.

Examples:
Artificial Intelligence
CAD
COBOL
Computer Networks
Computer System Analysis
Data Base Systems
DBASE VI
DOS (MS-DOS)
FORTRAN
Computer Keyboarding
JCL (job control language)
LAN (Local Area Network) Systems
OS (operating system)
PASCAL
SAS
SPSS
Windows, Windows95
VAX VMS

COMPUTER SCIENCE

Intro. to Computer Science, Computer Concepts, Computer Principles, Intro. to Digital Computers, Computer Science (with no other qualifiers), Computer Logic, Intro to CIS

Computers and Society, Computers for Non-Technical, Computer Literacy, Exploring Computers, Computer Use, Personal Computing, Using Computers

Computer Programming, Programming in . . . (any major computer language, e.g. BASIC, PASCAL, COBOL, FORTRAN), Introduction to . . .(any major computer language)

Algorithms, Algorithmic Development/Methods

Machine Language, Assembler Language

Compiler Language, Grammar, Program Language Theory, Language Processing, Programming Systems, Program Languages

Data Processing: General, Introduction; EDP; RPG (Report Program Generators), JCL

Data Structures, Information Structures

Information Science, Information Systems, Information Networks, Data Base Concepts, Data Base Management, File Organization, Data Base Systems, File Design

Computer Applications: General, Unspecified, Micro- processor Applications, Programming Applications, Interactive Computing

Computer Applications: Science & Engineering, Medical Information Science, Basic Scientific Programming, Engineering Computing Methods, Computer Aided Design, CAD, Computer Based Design, Computers in Engineering, Fortran for Engineering, Biomedical Computer Applications

> *CAD/CAM titles are placed here, not in 070, Engineering & Related Technologies.*

Computer Applications: Business/Management/Accounting, COBOL and Business Applications, Computers in/for Business

> *Courses with titles such as "Business Computer Programming" or "Computer Programming: Business Orientation" were assigned to NHES Category 046, Business Administrative Support: except Computer Software. "Management Information Systems" is in NHES Category 045, Business Management. "Office Automation" courses and "Business Data Processing" are in NHES Category 046, Business Administrative Support: except Computer Software.*

Computer Applications: Other Fields.

> *The "other fields" ranged from architecture to linguistics to general social science.*

"Advanced Topics," e.g. Cybernetics, Graphics, Simulation, Modelling, Plotting, AI, Automata

Numerical Methods, Numerical Analysis, Linear Programming, Mathematical Programming

> *Courses with titles such as "Computer Mathematics" or "Data Processing Math" were grouped with Finite and Discrete Math as mathematics courses, NHES Category 092, Mathematics.*

Other Determinable Topics, e.g. Computer Lab, Computer Methods, Computer Problems, Computer Techniques, etc.

Computer Science: Unknown or Indeterminable.

COMPUTER SYSTEMS

Systems Analysis, Systems Development, Computer Communication/Networks/Sub-Systems, Computer Architecture, Computer Organization, Systems Organization, Machine Organization, Computer Control Systems, LAN Systems

> *If the word "design" appeared with any of the above (or analogous) titles, the course was placed in Computer Engineering, NHES Category 070, Engineering & Related Technologies, provided it was taught in a 4-year college. Deterministic Systems, Inventory Systems, Stochastic Systems and some "Computer Architecture" titles were also placed in NHES Category 070, Engineering & Related Technologies. Major field of study and provider type are key to the assignment.*

Systems Software, Systems Programming, OS, Software Methods and Design, Operating Systems, Program Software

060 Education

Education courses encompass all fields of education, including early childhood education, elementary and secondary education, postsecondary education, and adult and continuing education. Also included are special education, educational administration, curriculum and educational media, sc' [illegible] hology, student counseling and guidance, and student personnel services. Often, education will be [illegible] ne course name or subject. Child development is also included here if the subject is early childhood education or exceptional children. These are college, graduate, and continuing education courses and related teacher training courses that are designed to prepare persons to teach or to provide professional development to those who are teachers. These are not vocational courses designed for child care providers nor parenting courses (see Home Economics below for a discussion of these).

Education: Included here are education and society, bilingual/crosscultural education, curriculum, instruction, methods and materials, educational administration, educational supervision, higher education administration, educational media, computers in classroom, evaluation and research, educational statistics, educational testing, educational psychology, social/historical/philosophical foundations of education, special education, student counseling, higher education student personnel services, adult and continuing education, elementary education, junior high/middle school/intermediate school, early childhood/pre-elementary, secondary education, agricultural education, business/marketing/distributive education, driver and safety education, English education, foreign education, health/nutrition education, home economics education, mathematics education, music education, reading education, science education, social studies education, vocational education, drama education, language arts, and TESOL (Teaching English to Speakers of Other Languages).

Examples:
Agricultural Education
Art Education
Business Education
Child Development
Educational Administration
Educational Research/Statistics
Foreign Language Education
Health Education
Mathematics Education
Music Education
Science Education
Student Counseling
Vocational Education (courses for *teaching* vocational education)

Note that religious education should be put into Religion & Philosophy (121). Child development might appear with a subject matter of psychology. In that case, it should be coded in Psychology (034).

EDUCATION

Education: General, Education and Society, Problems in Education, Foundations of Education Theory and Practice of Education, Issues in, Public School System, Education Policy

Bilingual/Crosscultural Education, Bilingual Child, Bilingualism, Multicultural Education

Curriculum, Curric. Theory, Applied Theory

Instruction, Methods & Materials.: General, Creative Activities, Classroom Management, Classroom Discipline, Teaching Behavior, Listening/Learning Styles, Teaching Strategies, Teaching Process, Group Process in Education

Educational Administration: General, School Administration, Education & Law, Principalship, School Buildings and Grounds, School Finance

Educational Supervision

Higher Education Administration/Research, Community College Administration

Educational Media, Instructional Media/Technol, Media for Elementary/Secondary Schools, Preparation/Use of Media/A-V Materials

> *The category does not cover "Operation of A-V Equipment," or the keyword, "Audio-Visual" without a specific reference to teachers or level of schooling. These other titles were placed in NHES Category 032, Communications.*

Computers in Classroom, Computer Education, Computer Assisted Instruction

Evaluation and Research: General, Research Methods, Evaluation Techniques, Program Evaluation

> *The titles must refer to education.*

Educational Statistics

Educational Testing, Measurement, Assessment, Individual Assessment

Educational Research: Other

Educational Psychology, Psychology of Learning, Human/Child Growth and Learning, Human Development and Learning, Learning Process, Learning in Schools, School Psychology

> *For "Child Development," see comments under NHES Category 082, Home Economics. Courses on developmental theorists, e.g., Piaget, were placed in NHES Category 034, Psychology, unless there was an explicit reference to schools/schooling.*

Social/Historical/Philosophical Foundations [of Education], History and Philosophy of Education

Special Education: General, Exceptional Child, Special Needs Child, Special Populations, Mainstreaming

Special Education: Culturally Disadvantaged

Special Education: Deaf/Hearing Impaired

These titles are distinct from those in NHES Category 112, Allied Health series in that they specifically refer to "Special Ed," "SPED," or any similar abbreviation.

Special Ed.: Gifted & Talented, Creative Child

Special Ed.: Emotionally Handicapped/Disturbed, Education for Autistic Children

Special Education: Mentally Handicapped

Special Education: Multiple Handicapped

This category is also used for any Special Education title in which more than one handicap is mentioned, e.g. "Education of EMR."

Special Education: Physically Handicapped

Special Education: Remedial Education

The words, "Special Ed," are the key. "Remedial Reading" on the other hand, can be either a course in Reading Education, NHES Category 060, Education, or a basic skills course for under prepared college students, NHES Category 022, English Language & Literature. Context determines the assignment.

Special Ed.: Learning Disabilities, Reading Disabilities

The key words are either "disability" applied to a cognitive process or "LD." If the title were "Corrective Reading," for example, it belonged here.

Special Education: Speech Correction

This code was not for Speech Pathology courses (NHES Category 112, Allied Health). The title should refer either to "Special Ed" or "School" or "Classroom" to be coded here.

Special Education: Other

Student Counseling, Guidance, Educational and Vocational Guidance

The word, "counseling," also appears in course titles under "Counseling Psychology", NHES Category 034, Psychology. Major filed of study is a helpful guide to placing the title. The titles in NHES Category 060, Education, should refer to school settings. "Vocational Guidance" is sometimes a personal service course in NHES Category 131, Basic Education.

Higher Education Student Personnel Services

TE: Adult and Continuing Ed, Teaching Adults, Community Education

Parent education, parental involvement, and similar courses are coded in 082, Home Economics.

TE: Elementary Education, Activities for Elementary School, Books/Materials for Elementary School, Elementary School Program, Playground Activities

TE: Junior High/Middle School/Intermediate School

TE: Early Childhood/Pre-Elementary, Pre-School, EC/ECE, Young Child, Montessori Methods, Kindergarten

"Child Development" course titles, on the other hand, were placed in NHES Category 082, Home Economics.

TE: Secondary Education

Higher Education Teaching, Instruction, Class Management, Teaching Assistantship (for graduate students only)

TE: General Programs: Other, Indeterminable.

TE: Agricultural Education, Agricultural Extension Education, Cooperative Extension

TE: Art Education, School Arts & Crafts

TE: Business/Marketing/Distributive Education, Teaching Typing, Teaching Shorthand

TE: Driver and Safety Education

"Water Safety Instruction," however, was not coded here, but rather in NHES Category 113, Self-Help & Personal Health Courses. Most "Safety and First Aid" titles were treated as Health Activities courses, and also coded in NHES Category 113, Self-Health & Personal Health Courses.

TE: English Education, Teaching Literature, Teaching Writing/Rhetoric/Composition

TE: Foreign Language Education

TE: Health/Nutrition Education, School Health Program, Foundations in Health & Phys Ed., HPE Activities in Elem/Sec School, Sex Education

TE: Home Economics Education

TE: Mathematics Education, Concepts of Math for Elementary Teachers, Math in the Elementary/Middle/Secondary School

The key phrase for Math Education courses was "for teachers."

TE: Music Education, Music Pedagogy, Music in Schools, Music Fundamentals for Elementary Teachers, Keyboard Methods & Materials, etc.

TE: School Physical Education, Coaching, HPE in Schools, Motor Development, Basketball/Soccer/Gymnastics/etc. for Elem/JHS/Sec Schools, Organization and Administration of HPE (but not HPER--see NHES Category 112, Allied Health), Teaching X (any specific sport or physical activity)

> *This code applies to school-based physical education curricula, i.e. courses to prepare physical education teachers for schools. We distinguished it from physical education for work in non-school settings, and from physical education courses that did not specifically reference a school context. These others are found either in NHES Category 112, Allied Health or under NHES Category 105, Physical Education & Leisure. Neither "adaptive" nor "adapted" physical education titles were coded here. The former refers to training individuals to teach physical ed to special populations (hence is under Allied Health); the latter involves physical education for college students who themselves require special arrangements, hence is under NHES Category 105, Physical Education & Leisure.*

TE: Reading Education, Diagnosis/Prescription in Reading, Corrective Reading, Basic Reading Instruction, Reading in Content Areas

> *If "reading" was accompanied by the phrase, "and language arts," the course was placed here.*

TE: Science Education, X (any specific science) for Teachers, Teaching X (any specific science) in Elementary/Junior High/Secondary school.

TE: Social Studies Education, History/Geography etc. for Elementary/Secondary Teachers, Teaching X (any specific social science) in Elem/JHS/Sec School, Social Studies in Elem School/Grades

TE: Vocational Education, Technical Education, Philosophy of Voc Ed, Organization of Voc Ed, Industrial Arts Ed, Teaching IA, School Shop

TE: Drama Education, Dance Education, Creative Movement for Children, Dance Activities Elem, Play Production Second. School, Teaching Theater

TE: Lang. Arts, Children's Lit, Literature for Adolescents, Reading and Language Arts, Story-telling, Teaching Handwriting/Spelling, Teaching Language Skills

> *Titles with the word "Reading" were placed here only when found in combination with "Language Arts," "Children's Lit," etc.*

TE: Other, Indeterminable

TESOL, English for Non-English Child, Theory/ Practice of ESL

> *Should be distinguished from NHES Category 022, English Language & Literature a category covering courses in English for native speakers of other languages.*

Student Teaching, Practicum, Directed Teaching, Field Placement, Observation & Participation, Supervised Teaching, Field Experience, Field Workshop, Internship, Supervised Teaching

Education: Indeterminable, Other

070 Engineering & Related Technologies

Engineering & Related Technologies encompasses both (1) architecture and environmental design and (2) engineering and (3) engineering-related technologies. If "engineering" appears in the course name or subject matter, the course more than likely belongs in this category. The following pages provide additional detail for each of these areas.

Architecture & Environmental Design: Architecture & Environmental Design includes understanding architecture, architectural design, architectural theory, city, community and regional planning, environment design, architectural interior design, landscape architecture, and urban design.

Engineering: Included in this area are, for example, introduction to engineering, aeronautical engineering, agricultural engineering, architectural engineering, bioengineering, chemical engineering, civil engineering, computer engineering and architecture, electrical engineering, communications engineering, engineering mechanics, engineering physics, environmental engineering, geological engineering, industrial engineering, engineering management, materials engineering, metallurgical engineering, naval architecture, ocean engineering.

Engineering-Related Technologies surveying, engineering graphics, architectural design and construction technology, drafting technology, electronic technology, laser electronics, instrumentation technology, air pollution and control technology, water and wastewater technology, industrial technology, plastic technology, welding technology, quality control technology, automotive technology, mechanical design technology and petroleum technology.

Examples:
Aerospace Engineering
Agricultural Engineering
Architectural Design
Chemical Engineering
Civil Engineering
Computer Engineering
Engineering Design
Environmental Design
Ergonomics
Sensing

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ARCHITECTURE & ENVIRONMENTAL DESIGN

Understanding Architecture, Shelter Technology, Man-Made Environment, Built Environment, Architecture, Introduction to Architecture, Architecture and Environment, Architecture and Society

Architectural Design, Architecture Design Studio, Architectural Analysis, Architectural Theory, Architecture and Human Behavior, Site Development, Site Planning, Archit. Practice, Housing Design, Archit. Methods, Professional Practice, Professional Evaluation/Registration

> *This code covers most of the major course titles in the basic architectural curriculum. Others are found in NHES Category 081, Vocational & Personal Services, and NHES Category 104, Fine & Performing Arts.*
>
> *Note that such courses as "Statics for Arch," or "Strength of Materials for Arch" are coded here.*

City, Community & Regional Planning

Environmental Design

Architectural Interior Design, Interior Design Theory/Techniques, Commercial Space, Renovation

> *These are not 082, Home Economics courses. For interior/home decorating, see NHES Category 082, Home Economics.*

Landscape Architecture, Open Space Design, Physical Landscapes, Landscape Construction

Urban Design, Cityscape, Urban Utopias

Architecture & Environmental Design, Other

ENGINEERING

Introduction to Engineering, Engineering Design, Engineering Communication, Professional Orientation, Engineering Concepts, etc.

Aeronautical Engineering, Aerospace Engineering, Astronautical Engin, Aerospace System Design, Aeroelasticity, Aerodynamics

> *If taught in universities with engineering programs, titles concerning Powerplants, Flight Mechanics, and Airframe should be placed here. Otherwise, they were assigned to NHES Category 081, Vocational & Personal Services.*

Agricultural Engineering, Farm Power Engineering

Architectural Engineering, Archit. Structures, Beam and Column

Bioengineering, Biomedical Engineering

Chemical Engineering, Biochemical Engin., Electrochemical Engin., Fluid Flow Applications

Civil Engineering, Sanitary Engineering, Highway Engineering, Hydraulic Engineering Structural Analysis

Computer Engineering, Computer Architecture, Systems Design, Digital Logic/Logic Design, Digital Computer Design/Theory, Digital Circuits, Log Pulse/Switch/Sequential Circuits, VLSI Design, Computer Organization, Discrete Time Systems, Real Time Systems, Software Engineering (Gen.)

Electrical Engineering, Electronics Engineering, Communications Engineering, Basic Electrical Circuits, Circuit Analysis/Design/Measurement/ Theory, Solid State Engineering, Analog Signals and Systems, Signal Analysis, Field Theory

Communications Engineering, Communications Circuits, Cellular Communications, Microwave Engineering

Engineering Mechanics, Statics, Dynamics, Kinetics, Applied Mechanics, Mechanics/Strength of Materials

> *The faculty rating team decided to move all courses with the above titles into this category, and without regard to provider type.*

Engineering Physics, Technical Physics, Applied Physics

Engineering Science

Environmental Engineering, Environmental Health Engineering, Sanitary Engineering

Geological Engineering, Geophysical Engineering, Geomechanics

Industrial Engineering, Production Design, Human Factor Engineering, Time-and-Motion Study, Plant Layout, Facilities Design, Work Measurement

Engineering Management, Engineering Economics, Cost Engineering, Manufacturing Management

Materials Engineering, Materials Science, Properties and Structure of Materials, Composite Materials

Mechanical Engineering, Heat Transfer, Engineering Thermodynamics, Automotive Engineering, Energy Conversion, Vibrations

Metallurgical Engineering

Mining and Mineral Engineering

Naval Architecture, Marine Engineering, Ship Design, Naval Engineering

Nuclear Engineering, Nuclear Energy Conversion, Nuclear Reactor Theory, Reactor Design

Ocean Engineering, Coastal Engineering

Petroleum Engineering/Processing/Production, Secondary Recovery

Surveying, Computer Mapping, Geodetic Surveying, Site Surveying, Photogrammetry

Forest Surveying titles were assigned to NHES Category 010, Agriculture & Natural Resources.

Systems Engineering, Engineering Systems Analysis, Dynamics of Systems, Engineering Systems Design

Engineering Graphics, Engineering Drawing, Engineering Communication

These titles are distinguished from NHES Category 081, Vocational & Personal Services, based on the provider type. If the provider is a college or university, the course should be coded here; if the provider is a vocational/technical school or business/industry, then the course should be coded 081, Vocational & Personal Services.

Engineering Mathematics, Engineering Statistics, Engineering Computations, Optimization

Courses with these titles were not offered in mathematics departments, and were not classifiable in the terms of the Mathematics categories/codes. *"Calculus for Engineers" and similar titles, however, were coded under NHES Category 092, Mathematics.*

Engineering: Other, Indeterminable

ENGINEERING-RELATED TECHNOLOGIES

Architectural Design and Construction Technology, Architectural Communications, Architectural Equipment, Building Environmental Systems, Building Layout/Materials/ Methods

This category included architecture and some civil engineering courses taught in 2-year colleges.

Architectural Interior Design Technology

Civil Technologies/Materials, Construction Cost Estimating, Contracts and Specifications, Construction Management, Building Inspection

Drafting Technology, Electronic Drafting, Design Technology, Applied Design, Blueprint Reading, Model Making, Technical Illustration, Computer Assisted Drafting

These titles are more distinct than those in NHES Category 081, Vocational & Personal Services and are somewhat less vocationally oriented. "Computer Assisted Design" and general CAD/CAM titles are coded NHES Category 051, Computer Science & Systems.

Surveying Technology, Surveying, Mapping Technol. Construction Surveying, Land Surveying, Topographic Drafting

Computer Technology, Data Processing Hardware, Digital Electronics, Microtechnology

Electrical Technology, DC and AC Applications

Electronic Technology, AC Electronics, Basic Electronic Theory, Microwave Technology, Semiconductor Circuits, Active Devices, Radar Technology

> *Most "Electronic Devices" titles were offered by proprietary/vocational institutions, hence were placed in NHES Category 081, Vocational & Personal Services, as were "Industrial Electronics" titles.*

Laser Electronics, Optical Electronics, Fibre Optics

Electrical and Electronic Technologies: Other

Electromechanical Technology, Electric Motor Controls, Automation, Numerical/Mechanical/Auto Controls, Electrical Machinery/Motors, Electronic Motors

Instrumentation Technology, Analytic Instruments, Instrument Mechanics, Electronic Instrumentation

Robotics Technology

Air Conditioning, Heating, Refrigeration, Solar Heating/Cooling Technologies, Hydronic Systems, Energy Conversion

Air Pollution and Control Technology

Sanitation Technology, Sanitary Chemistry

Water and Wastewater Technology, Treatment Plant Maintenance/Operations, Water Pollution Control, Solid Waste Processing

Environmental Control Technologies: Other

Industrial Technology, Industrial Materials, Industrial Mechanics, Control Systems

Manufacturing Technology, Manufacturing Processes, Assembly, Materials Technology, Manufact. Analysis

Plastic Technology

Welding Technology, Welding Theory/Process, Welding Metallurgy

> *Courses provided by vocational/technical schools were reclassified as NHES Category 081, Vocational & Personal Services.*

Industrial Production Technologies: Other

Occupational and Industrial Safety, Safety Technology, Hazardous Materials, HAZMAT, Plant Safety

> *"Fire Protection Design/Management" titles were placed here, and not in NHES Category 035, Protective Services/Military Science.*
> *But "Aviation Safety" is in NHES Category 081, Vocational & Personal Services, not here.*

Quality Control Technology, Statistical Process Control, ISO 9000, Manufacturing Specs

Aeronautical Technology, Aircraft Systems

Automotive Technology, Fuel & Exhaust Systems, Drive Systems

Mechanical Design Technology, Analytic Mechanics, Power Mechanics, Machine Design/Processes, Tool Design, Mechanical Systems

Mechanical and Related Technologies: Other

Petroleum Technology, Exploration, Well Logging

Construction Technology, Construction Lab, Construction Studio/Methods/Planning, Construction Materials, Residential House Construction

Engineering Technologies: General, Introduction

Engineering Technologies: Other, Indeterminable

081 Vocational & Personal Services

Vocational & Personal Services encompasses a wide variety of courses that would likely be offered by vocational or technical institutions or trade schools. The range of disciplines is illustrated in the examples below.

Some courses in this area may have names that appear to be similar to those under Engineering-Related Technologies, above. These Vocational courses are more applied, "how-to" courses compared with those in the Engineering-Related Technologies field, which tend to focus more on "how and why" and include more science and theory. Look for words like "technology" to identify the previous group, and words like "installation," "maintenance," or "repair" for the Vocational group.

The pages that follow provide additional detail on Vocational and Personal Services areas.

Consumer & Personal Services: Consumer and Personal Services include funeral services, cosmetology, barbering, and salon management.

Industrial Arts: Industrial Arts includes general industrial arts courses, electricity/electronics, basic graphics/mechanical drawing, and drafting.

Construction Trades: Included here are brickmasonry, carpentry, electric and power transmission installation, electrician, building and property maintenance, miscellaneous construction trades, and plumbing.

Mechanics and Repairers: Mechanics and repairers includes electrical/electronics equipment repair, communication electronics, computer electronics repair, industrial electronics, heating, air conditioning and refrigeration mechanics, industrial equipment maintenance, electromechanical instrument repair, stationary energy sources, vehicle/mobile equipment mechanics, aircraft mechanics, auto body repair, automotive mechanics, diesel engine mechanics, and small engine repair.

Precision Production: Precision production includes various drafting titles, e.g., technical, architectural, civil, construction, electrical/electronics, mechanical, aircraft, and industrial. Also included in this area are graphic and printing communications, commercial art, commercial photography, typesetting, photographic lab and darkroom, printing press operations, silk screen making and printing, leatherworking and upholstery, meatcutting, machine tool operation, metal fabrication, sheet metal, tool and die making, welding, jewelry design/fabrication/repair, and woodworking.

Transportation and Material Moving: This category includes air transport, airplane piloting and navigation, aviation management, air traffic control, flight attendants, airplane piloting: private, all vehicle and equipment operation, and water transport.

Examples:
Airplane Flight
Barbering
Bar Tending
Brickmasonry/Stone Work
Carpentry
Consumer Services
Cosmetology
Dispatchers (911 and others)

Exterminator
Industrial Arts
Mechanics & Repairers (Auto, Heating and Air Conditioning, Electrical equipment, etc.)
Plumbing
Precision Production
Transportation & Materials Moving
Commercial (e.g., Truck, Taxi) Driving

NOT included in this category are vocational business courses (e.g., secretarial courses) which should be placed in Business Administrative Support: except Computer Software (046).

CONSUMER & PERSONAL SERVICES

Funeral Services, Embalming, Mortuary Management

Cosmetology, Barbering, Hairstyling, Color Treatment, Physiology of Hair, Salon Management, Permanent, Coloring, Manicure, Facial

Consumer/Personal Services: Other

INDUSTRIAL ARTS

Industrial Arts is a section of the CIP very much like Vocational Home Economics. That is, it was originally designed to describe secondary school courses. Many titles found under IA are literally identical to titles found elsewhere, e.g. "Electric Circuits" or "Structures" (NHES Category 070, Engineering & Related Technologies). Major field of study and provider type must be used to determine the proper assignment. It is rare to find these courses in liberal arts colleges or doctoral degree-granting institutions.

Industrial Arts: General, Miscellaneous

IA: Electricity/Electronics

IA: Basic Graphics/Mechanical Drawing, Drafting

These titles are clearly distinguished from Engineering Graphics (NHES Category 070, Engineering & Related Technologies), and design graphics found in NHES Category 104, Fine & Performing Arts or specialized occupational drafting etc. They are basic.

CONSTRUCTION TRADES

Brickmasonry, Stone, Tile

Carpentry

Electric & Power Transmission Installation, Telecommunications Transmission, Coaxial Cables, Cable Construction, Cable Splicing, Grounding

Electrician, Wiring, Electrical Codes

Building & Property Maintenance

Miscellaneous Construction Trades

> *This category covers specialties such as concrete placing/finishing, drywall, floor covering installation, glazing, insulation, painting, plastering, and roofing.*

Plumbing, Pipefitting, & Steamfitting

MECHANICS AND REPAIRERS

Most cases of potential miscoding involve failure to take major field of study, let alone provider type, into account. A Computer Engineering major at the University of Illinois, for example, who took a course entitled, "Computer Trouble-Shooting," is not taking a course under NHES Category 081,Vocational & Personal Services, entitled "Computer Electronics Repair." On the other hand, a person at Milwaukee Area Voc/Tech who earned a certificate in "Electronics" and took a course entitled, "Computer Trouble-Shooting," was taking a NHES Category 081, Vocational & Personal Services course.

Electrical/Electronics Equipment Repair: General, Tech Electric, Micro Appliances, Minor Appliances, Electrical Applications

Communication Electronics Repair, Receivers

Computer Electronics Repair

Industrial Electronics

Heating, AC & Refrigeration Mechanics: General

Cooling & Refrigeration

Heating & Air Conditioning

Heating, AC & Refrigeration Mechanics: Other

Industrial Equipment Maintenance & Repair

Electromechanical, Hydraulic, Pneumatic Instrument Repair, Hydraulics & Pneumatics, Pumps

> *But "Hydraulics" titles, in particular, are also found in NHES Category 070, Engineering & Related Technologies (if MFOS in engineering), Agricultural NHES Category 010, Agriculture & Natural Resources (if MFOS in agriculture). Major field of study is the principal determinant of coding in those cases.*

Miscellaneous Mechanics & Repairers: Other

> Categories here included gunsmithing, locksmith, musical instrument repair, watch repair, etc. --all of which originally had separate CIP codes.

Stationary Energy Sources, Conventional Power Generation

Vehicle/Mobile Equipment Mechanics: General, Multi-Cylinder Engines

Aircraft Mechanics, Airframe, Powerplants

> *Major field of study and provider type are keys to the assignment of titles here, as Aeronautical Engineers take courses with abbreviated titles such as "Powerplants." Such cases should obviously be coded elsewhere, e.g., in NHES Category 070, Engineering & Related Technologies.*

Auto Body Repair

Automotive Mechanics

Diesel Engine Mechanics, Cummins TM, Detroit TM, 4 Stroke, 2 Stroke

Small Engine Repair

Vehicle etc. Mechanics: Other

Mechanics & Repairers: Other

PRECISION PRODUCTION

Drafting: General, Technical Drafting

Architectural Drafting/Detailing/Drawing/Rendering/Delineation

Civil/Structural Drafting, Construction Drafting

Electrical/Electronics Drafting

Mechanical Drafting, Aircraft Drawing, Industrial Drafting

Drafting: Other

Graphic & Printing Communications: General

Commercial Art, Production Art, Air Brush

Commercial Photography, Advertising Photography, Industrial Photography

Typesetting, Composition, Typography

Lithography, Platemaking

Photographic Lab & Darkroom, B&W Lab

Printing Press Operations

Silk Screen Making & Printing

Graphic & Printing Communications: Other

Leatherworking & Upholstery: All

Meatcutting

Precision Metal Work: General

Machine Tool Operation/Machine Shop, Lathe Operation, Verticle Milling, Horizontal Milling, Drill Press, Bench Work

Metal Fabrication, Threads and Fasteners

Sheet Metal

Tool & Die Making

Welding

> *There are many titles referring to welding. Most of them belong here. There are some that refer to the theoretical and design aspects of Welding, and these should be classified under NHES Category 070, Engineering & Related Technologies.*

Precision Metal Work: Other

Jewelry Design/Fabrication/Repair

> *Other than provider type, there are no clues to distinguish a "jewelry design" title here from one under NHES Category 104, Fine & Performing Arts. Providers usually include a vocational/technical school or business/industry.*

Precision Work: Assorted Materials

Woodworking, Cabinet Making, Millwork, Wood Techniques, Furniture Making

TRANSPORTATION AND MATERIAL MOVING

Air Transport: General, Fundamentals of Aviation, Theory of Flight

Airplane Piloting & Navigation, Ground School, Commercial Pilot, Advanced Aviation, Aircraft Performance, Aviation Meteorology, Instrument Flight, Sailplane Indoctrination, etc.

> *"Aeronautics" is usually classified as NHES Category 070, Engineering & Related Technologies, not here.*

Aviation Management, Aviation Laws/Regs/Safety, Airport Operation

Air Traffic Control

Flight Attendants

Airplane Piloting: Private

Air Transport: Other

Vehicle & Equipment Operation: All

> *This category covers titles referring to truck and bus driving, construction equipment operation, and mining equipment operation.*

Water Transport; Sailors, Deckhands, Rigging, Signaling, Deep Water Diving

Transportation: Other

082 Home Economics

Home economics courses encompass courses related to home management (e.g., family relations, parenting, child development, family/personal finance, or food/nutrition), child care services, consumer education, home/interior decorating, and fashion/textiles/apparel. These courses include both theory and applied content, but tend to emphasize applied content, such as problem solving in family relations, application of finance concepts to family or personal finance, application of consumer issues to consumer education, and so on. The substantive nature of such courses offered by vocational/technical schools will usually be even more applied. Their goal is not to teach teachers how to deal with child development issues in the classroom. These courses do not focus on a classroom context, but rather a parent-child context.

Home Economics/Vocational Home Economics: Included here are general home economics, business home economics and family finance, family and community services, family/consumer management, consumer science, food science/nutrition, food and food sciences, dietetics/human nutritional services, human environment and housing, household equipment, family housing, family counseling/stress/crises, family relations, gerontological services, textiles and clothing, fashion design, textile fibers, child development, family/individual health, family living/parenthood, child care services, garment/apparel construction, custom tailoring, food production, chef/cook, food service and catering, floral design, and home/interior decorating.

Examples:
Consumer Education
Elder Hostels
Family Management
Food Sciences or Nutrition
Interior Design
Marriage and Family Relations
Textiles and Fashion

Child development is coded in 060, Education if the MFOS or subject matter is education; and in 034, Psychology, if the MFOS or subject matter is Psychology. Otherwise, child development is coded here. All child care courses are coded here unless the MFOS/subject matter is early childhood education and the provider is a college or university. Courses covering working with the elderly (not by health care professionals) are included here.

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HOME ECONOMICS/VOCATIONAL HOME ECONOMICS

[NOTE: HE = Home Economics]

Home Economics: General

Business Home Economics & Family Finance

> *The keyword is "family." "Personal Finance," on the other hand, is coded under Business, NHES Category 044, Business Accounting & Finance (for business finance) or 102, Personal Awareness/Improvement: Self & Interpersonal (for individual person).*

HE: Family & Community Services, Family & Community

> *Titles such as "Family Diagnosis and Treatment" usually belong under NHES Category 036, Public Administration & Services, not here. Titles referring simply to "The Family" were coded as NHES Category 031, Social Sciences & Social Studies. "Community Service," as a title without qualifiers, was coded as NHES Category 036, Public Administration & Services.*

Family/Consumer Management: General

HE: Consumer Science, Consumer Economics, Consumer Issues, Consumer Decisions, Consumer and the Law Consumer Information, Consumerism

> *Most "Consumer Behavior" and "Buyer Behavior" titles, however, are part of the marketing curriculum and are coded NHES Category 043, Business Marketing Management. Major field of study is key to the assignment.*

Family/Consumer Management: Other

HE: Food Science/Nutrition: General

HE: Food & Food Sciences, Experimental Foods

> *Major field of study is a key. Titles referring to "regulatory and quality standards" would be placed under NHES Category 010, Agriculture & Natural Resources if the person were an Agriculture major of any kind.*

Dietetics/Human Nutritional Services, Diet Therapy, Diet and Disease, Nutrition and Health, Nutrition Care

HE: Human Nutrition, Principles/Elements/ Essentials of. . ., Food & Nutrition, Child Nutrition, Community Nutrition

HE: Food Science/Nutrition: Other

HE: Human Environment & Housing: General, Human Shelter

> *These are not architecture courses.*

Household Equipment, Furniture, Furnishings

"Interior design" titles were usually placed under NHES Category 070, Engineering & Related Technologies when referring to architecture, theory and/or technologies.

HE: Housing, Family Housing, the House, Housing Costs

Major field of study is a key to assignment here (that is, home economics), as "housing" titles can be Architecture, Urban Design, and/or other categories in NHES Category 070, Engineering & Related Technologies.

HE: Individual & Family Development: General

Titles referring to "Adolescent Development" or "Adult Development" usually belong in NHES 034, Psychology.

HE: Family Counseling/Stress/Crises, Parent Counseling

Major field of study (where known) should determine the assignment. The course should be coded here in 082, Home Economics if MFOS is in Home Economics, coded 036, Public Administration & Services if MFOS is in social work, coded 112, Allied Health if MFOS is in human services, or coded 034, Psychology if MFOS is in psychology.

HE: Family Relations

Also "Marriage and Family Relations," but not "Marriage and Family" (NHES Category 031, Social Sciences & Social Studies).

HE: Gerontological Services

If the person is a nursing major, the titles should be coded NHES Category 111, Health Sciences.

HE: Individual & Family Development: Other

Textiles & Clothing: General, Culture/Society and Dress, Dress and Human Behavior

Fashion Design/Analysis/Planning/Theories/History

Textile Fibers, Textile Testing/Evaluation, Fabric Studies

Major field of study is a key to the assignment of textile science and technology titles. If MFOS is in home economics, the course should be coded here. If MFOS is in an Engineering or Engineering Technology, the course should be coded 070. Engineering & Related Technologies.

Textiles & Clothing: Other

Home Economics: Other

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VHE: Child Development, Care, Guidance, Pre-School Child

Most of the Child Development (CD) titles are here, but not Child & Adolescent Development (NHES Category 034, Psychology), Child Welfare (NHES Category 036, Public Administration & Services), Exceptional Child and Early Childhood (most likely an education course, NHES Category 060, Education).

VHE: Clothing & Textiles, Clothing Selection, Ready-to-Wear, Textiles for the Consumer

But all clothing "construction" titles were coded under NHES Category 081, Home Economics.

VHE: Family/Individual Health, Consumer Health

The key words are "family" or "consumer." Without them, the titles should be coded NHES Category 105, Physical Education & Leisure.

Family Living/Parenthood, Expectant Parents, Parent Education, Parent Co-Op

Lamaze, child birth, or breast feeding courses are coded 113, Self Help & Personal Health Courses. Family planning is under 112, Allied Health.

VHE: Food & Nutrition, Family Food, Family Meal Management, Family Nutrition, Food Selection and Preparation

The keyword in this context is "family."

VHE: Child Care Services, Child Care Management

VHE: Clothing Production & Services: General

Garment/Apparel Construction, Patternmaking, Sewing, Stitching, Quilting, Smocking

All clothing construction titles referring to specific types of clothing, e.g. children's wear, coats, knitwear, etc. were coded here.

Custom Tailoring/Fitting/Alteration, Fashion/Fabric Coordination

Food Production/Management/Services: General

Baking, Chef/Cook, Food Service & Catering

Included all titles referring to "operations" and "management" except those that explicitly referred to restaurants (NHES Category 045, Business Management).

Food Production/Management/Services: Other

Floral Design, Home/Interior Decorating

Vocational Home Economics: Other

083 Vocational & Personal Services: Other

This category is to be used only when you cannot categorize a Vocational/Personal Services course using the other two codes, 081, Vocation & Personal Services and 082, Home Economics. Review the course information and the previous codes (081 and 082) before assigning this code.

091 Sciences

Science is a broad field that encompasses many disciplines. This range of disciplines is illustrated in the examples below. The pages that follow provide additional details on each of these areas.

Biological Sciences: The biological sciences include the following: the study of **humans and animals** (such as biology, zoology, anatomy, or physiology); the study of **plants**, such as botany, plant physiology (or pathology); studies that cut across plants or animals like evolution or heredity; **environmental** studies (such as ecology or bioecosystems); biochemistry, biomechanics, or microbiology.

Physical Sciences: The physical sciences include general physical sciences, astronomy, space science, atmospheric sciences, or meteorology.

Chemistry: This includes organic, inorganic, or physical chemistry; analytical chemistry; applied chemistry, and so on.

Geology/Earth Sciences: This includes geology, geophysics, geochemistry, metallurgy, oceanography, earth science, and so on.

Physics: This includes general physics, atomic or molecular physics, thermal science, electricity, planetary science, and so on.

Science Technologies: This includes biological technologies, nuclear technologies and materials handling, chemical technology, and metallurgical technology.

Examples:
Astronomy
Biology
Biophysics
Botany
Chemistry
Ecology
Geology
General Life Science
General Science
Physics
Toxicology

History of science belongs in 031, Social Sciences & Social Studies. Philosophy of Science belongs in 121, Religion & Philosophy.

BIOLOGICAL SCIENCES

General Biology, Introductory Biology, Biosciences Survey, Biology: Zoo + Bot, Organismic Biology, Biology of Organisms, Structure and Functions of Organisms

Human Biology, Human Ecology, Biology of Human Affairs, the Human Body,

> *These courses are sometimes taught in Anthropology departments, and often presented in an interdisciplinary framework.*

Biochemistry, Proteins, Enzymes, Enzymology, Nucleic Acids

Biophysics, Biomechanics, Bionucleonics

Botany: General, Introduction; Biology of Plants, Seed Plants, Vascular/Non-Vascular Plants

> *"Plant Science" belongs in NHES Category 010, Agriculture & Natural Resources.*

Plant Pathology: General

Plant Physiology

Plant Morphology, Plant Growth & Development

Plant Taxonomy, Plant Diversity, Plant Systematics Plant Kingdom

Botany: Other, Indeterminable

Cell Biology

Molecular Biology

Microbiology

> *Most Electron Microscopy titles in 4-year colleges were placed here. The exceptions (along with Microscopy titles in 2-year colleges) were titles such as "Applied Microbiology and Microscopy," assigned to NHES Category 112, Allied Health.*

Bacteriology, Virology

Anatomy: Plant and Animal, Microanatomy, Neuroanatomy, etc.

Biometrics and Biostatistics

Ecology, Population Biology, Bioecosystems, Plant Ecology, Environmental Biology, Aerobiosis, Life Systems

Embryology, Developmental Biology

Endocrinology

Histology, Cytology

Aquatic Biology, Marine Biology, Limnology, Aquatic Plants, etc.

Neurosciences, Neurobiology, Neurophysiology, Brain and Behavior

Parasitology

> *Course titles dealing with plant parasites were moved to 010, Agriculture & Natural Resources.*

Toxicology

Evolution, Heredity

Field Biology, Field Natural History, Field Botany, Wildlife Biology, Local Flora/Fauna

> *In some ways, all "field" courses are methods courses, and can be grouped together. We included all the local/state/regional flora and fauna courses in this category.*

Genetics, Molecular Genetics, Plant Genetics, Human Genetics, Behavior Genetics

Miscellaneous Specialized Areas of Life Sciences: Other

Zoology: General, Introduction

Entomology

Pathology: Human and Animal

> *But not if MFOS is in a medical field. See comments for NHES Category 111, Health Sciences.*

Pharmacology: Human and Animal

> *This category does not include pharmacology courses if MFOS is in pharmacy or occupation is registered nurses or doctors. Those courses are classified as NHES Category 111, Health Sciences.*

Physiology: Human and Animal

Animal Behavior/Language/Communication, Ethology

Ornithology

Zoology: Other

Anatomy and Physiology, Applied Anatomy, Applied Physiology (service course)

Plants and the Environment, Plants & Civilization, Plants and Man

> *This a "babified" version of Botany.*

Pathophysiology, Introduction to Disease

Organic Biochemistry, Physiological Chemistry, Human Biochemistry (service course)

Human Growth and Development

Persons who took "Human Biology" are most likely to take this course.

Life Sciences: General/Liberal Arts, Living World, Biology in Contemporary World, Life on Earth, Bio Concepts, Survey of Biological Principles

This category is analogous to those for Chemistry and Physics in NHES Category 091, Sciences that cover courses presented for persons not continuing in science studies at all.

Life Sciences: Other, Indeterminable

PHYSICAL SCIENCES

Physical Sciences: General, Introduction, Concepts in Physical Science

Astronomy, Celestial Mechanics, Cosmology

Astrophysics, Space Science, Solar Physics

Atmospheric Sciences, Meteorology

CHEMISTRY

General Chemistry, College Chemistry, Introduction to Chemistry

Analytical Chemistry, Instrumental Analysis, Chemical Measurements, Quantitative Analysis, Chemical Calculations

Inorganic Chemistry

Organic Chemistry

Pharmaceutical Chemistry

This is basically a service course.

Physical Chemistry

Other Determinable Topics in Chemistry

> *These included Chemical Literature, Environmental Chemistry, Macroscopic Chem, Radiochemistry, and Agricultural Chemistry. "Food Chemistry," though, is NHES Category 010, Agriculture & Natural Resources.*

Research, Independent Study in Chemistry

Applied Chemistry, Liberal Arts Chemistry

Chemistry for Nurses/Allied Health/Life Sciences

Chemistry: Indeterminable

GEOLOGY/EARTH SCIENCES

Geology: Introductory, General, Geological Science

Geochemistry

Geophysics and Seismology

Paleontology, Historical Geology

Mineralogy and Petrology

> *These two topics were sometimes yoked in the course title and sometimes not. We decided that a single category for both was appropriate.*

Geological Sciences: Other

> *All the field geology titles were placed here.*

Metallurgy

Oceanography

Earth Science, Earth History, Earth Materials, Earth Physics, Earth Processes, Earth Science-Evolution

Miscellaneous Physical Sciences: Other

PHYSICS

Physics: General, Introduction

> *Course titles for General Physics often consist of sets of topics, e.g. "Waves, Optics, Heat, Electricity," or single topics, e.g. "Physics II: Electricity and Magnetism."*

Atomic/Molecular Physics, Nuclear Physics, Particle Physics, Radiation Physics, Reactor Physics

Optics

> *"Holography" would be placed here unless the person's major field of study is in Fine Arts or Film Arts which would place it in 104, Fine & Performing Arts.*

Acoustics, Physics of Music

Thermal Science, Thermodynamics, Advanced Thermo, Kinetic Theory

Electricity and Magnetism: Intermediate Course, Electrodynamics, Electrophysics, Laser Physics

Modern Physics

Mechanics, Classical Mechanics, Analytical Mechanics

Quantum Physics/Theory/Mechanics, Relativity, Theoretical Physics

Liberal Arts Physics, Physics for Poets, Physics for Non-Science Majors

Physics with Calculus, Math Methods in Physics

Physics: Other

Planetary Science

Physical Sciences: Other, Indeterminable

SCIENCE TECHNOLOGIES

Biological Technologies, Biomedical Tech

> *Depending on major field of study, some electron microscopy titles are placed here, as opposed to NHES Category 112, Allied Health.*

Nuclear Technologies, Nuclear Materials Handling

Chemical Technology

Metallurgical Technology

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092 Mathematics

Mathematics encompasses all disciplines in mathematics. This range is illustrated in the examples below. The pages that follow provide additional detail.

Mathematics: Included in Mathematics are pre-collegiate math, arithmetic, pre-collegiate algebra, pre-collegiate geometry, developmental math, introduction to college-level math, finite math, college algebra, pre-calculus, statistics, calculus, linear algebra, calculus for life sciences, advanced mathematics topics, technical/vocational math, business math, number systems, and math appreciation.

Examples:
Algebra
Arithmetic
Calculus
Geometry
Mathematics
Statistics

Note that mathematics education courses, that is courses about teaching math, should be coded in Education (060).

MATHEMATICS

Pre-Collegiate Math: General, Basic Concepts of Math, Elementary/Intro Math, Essential Math

Arithmetic, Computation, Pre-Algebra Math

Pre-Collegiate Algebra, Elementary Algebra, Intermediate Algebra, Basic Algebra, Preparatory Algebra

Pre-Collegiate Geometry, Plane Geometry

Developmental Math, Other Pre-Collegiate Math, Preparatory Math, Remedial Math

Introduction to College-Level Math, Core Math, Math as Liberal Art, Comprehensive Math, Math for Behavioral/Economic/Social Science, Sophomore Math, Contemporary Math

Finite Math, Discrete Math, Computer Math, Data Processing Math, Sets and Logic

College Algebra, Trigonometry

Pre-Calculus, Analytic Geometry, Elementary Functions, Pre-Calculus Math, Analysis, Mathematical Analysis, Introduction to Analysis

Statistics, Probability and Statistics, Descriptive Statistics, Inferential Statistics

> *This category is confined to statistics courses taken by persons whose major is in mathematics. Other codes in the CIP account for statistics taught elsewhere; e.g. NHES Category 045, Business Management, NHES Category 031, Social Sciences & Social Studies, NHES Category 034, Psychology, NHES Category 091, Sciences and NHES Category 070, Engineering & Related Technologies.*

Advanced Statistics, Probability Theory, ANOVA, Regression, Time Series, Path Analysis, Stochastic Models/Processes, Mathematical Statistics, Applied Statistics, Statistical Models

Calculus, Linear Algebra, Differential Equations, Calc II, Calc III, Calc IV

Calculus for Life Sciences/Economics/Business, Short Calculus, Calculus for Tech, Applied Calculus, Calculus for Decision Making

Advanced Mathematics Topics, e.g. Abstract Algebra, Advanced Analysis, Number Theory, Combinatorics, Topology, Game Theory, Modern Algebra/Algebraic Structures, Real Analysis, Complex Variables, Advanced Calculus, Vector Analysis, Partial Differential Equations, History of Mathematics, Fourier Analysis, Math Logic, Matrix Theory, MV/Multivar Calculus, Discrete Structures

Technical/Vocational Math, Physical Measurements, Math Applications, Merchandising Math, Nursing Math, Shop Math, Math for Electronics

Business Math: Pre-Collegiate, Business Computations, Business Arithmetic, Consumer Math

Business Math: Collegiate, Math for Finance, Math for Business/Economics/Accounting, Business Algebra

Number Systems, Number Structures, Mathematical Structures

Math Appreciation, Mathematics in Society, Math in the Modern World, the Uses of Math, Cultural Mathematics, Math Appreciation

Mathematics: Other, Indeterminable

093 Mathematics and Science: Other

This category is to be used only when you cannot categorize a Math or Science course using the specific Mathematics and Science codes. Review the preceding categories and the course information before assigning this "other" code.

102 Personal Awareness/Improvement: Self & Interpersonal

This category includes courses that concern personal awareness and relationships with others. These include courses focusing on personal growth, coping skills, stress management, personal goal-setting and decision making, and courses associated with personal appearance. Also included are courses that focus on interpersonal skills and relationships, social adjustment, interpersonal effectiveness, assertiveness, and leadership. These courses are personal service or development courses, not academic social science courses. The page that follows provides additional detail.

Interpersonal Skills: Included here are interpersonal skills/relations, applied psychology, relations: love, sex, job, perception of others, assertiveness training, and leadership.

Personal Awareness: Included here are personal/self-awareness, coping skills, personal decision-making, personal appearance, and personal values/attitudes/life-styles.

Example:
Coping Skills (such as grief or dealing with death)
Dale Carnegie
Interpersonal Skills/Relations *(focusing on psychological aspects of human relations, NOT on communication skills)*
Time Management
Personal or Social Adjustment
Personal Finance for Yourself
Sexual Awareness
Stress Management

Note that physical fitness (e.g., fitness or aerobics) should be included in Physical Education & Leisure (105).

INTERPERSONAL SKILLS

These are personal service and development courses, not academic social science courses. The faculty review team in Psychology, in particular, insisted that all "Applied Psychology"-type titles be placed here and not in the NHES Category 034, Psychology.

Interpersonal Skills/Relations, Applied Psychology, Personal and Social Adjustment/Development, Human Relations

> *If the course title contains the phrase, "Psychology of . . .," it belongs in NHES Category 034, Psychology, not here. Interpersonal/Small Group Communication courses belong in NHES Category 032, not here.*

Relations: Love, Sex, Job; Sexual Awareness/Relationships, Mate Selection, Dating

> *But "Human Relations in Business" was classified as NHES Category 045, and "Human Sexual Behavior" as NHES Category 034, Psychology.*

Perception of Others

Assertiveness, Leadership, Assertiveness Training, Effective Leadership, Personal Effectiveness

PERSONAL AWARENESS

Personal/Self-Awareness, Human Potential, Personal Growth, Self-Appraisal, Self-Development/Image, Personal Development

Coping Skills, Daily Living, Stress, Stress Management

Personal Decision-Making, Personal Goals and Objectives, Life Planning

Personal Appearance, Charm, Poise, etc.

Personal Values/Attitudes/Life-Styles

104 Fine & Performing Arts

Fine & Performing Arts is a broad field that encompasses many art forms. Vocational or technical schools or colleges and universities are most commonly the providers of fine and performing arts courses. If the provider is a postsecondary institution, the courses should be placed in this category. Those provided by business and industry, private community organizations, private instructors, and public school districts or elementary/secondary schools should be coded as physical education. The range of art forms is illustrated in the examples below. The pages that follow provide additional detail on each of these areas.

Fine and Performing Arts: Fine and performing arts includes visual and performing arts, visual communications, crafts, ceramics and pottery, fiber/textiles/weaving, metal and jewelry, dance, design, graphic design, illustration design, industrial design, theater design, dramatic arts, history of theater, film arts, cinematography/film-making/production, photography, video, history of film, studio fundamentals, art history and appreciation, drawing, painting, sculpture, printmaking, color theory, non-Western art, history of architecture, music history and appreciation, music performance, theory, literature, and history.

Examples:
Dance (Ballet, Tap, Jazz, **not** ballroom dance)
Drama
Music
Lithography
Painting
Photography
Sculpture

Note that courses offered by community organizations, private businesses (e.g., arts stores), or other nonpostsecondary providers should be included in Physical Education & Leisure (105).

FINE and PERFORMING ARTS

Visual & Performing Arts: General, Survey, Art Forms, Experiencing Arts, Concepts in Art, Issues in Art, Art/Music, Drama/Film

> *Also covers titles such as "Art Forms," "Experiencing Arts," and combinations such as "Art/Music." But a title such as "Interrelations of Arts" was classified as NHES Category 021, Liberal Arts/General Studies.*

Visual Communications, Visual Experience, Visual Analysis/Thinking/Research, Visual Form

> *The consensus elements of college catalogue descriptions indicate a general visual semiotics course. The illustrative contexts include advertising, television, and graphics.*

Crafts: General

Ceramics, Pottery

Fiber/Textiles/Weaving, Loom

> *But "Textiles and Clothing" is placed in 082, Home Economics.*

Metal, Jewelry

Crafts: Other

Dance, Choreography, Labanotation

> *Folk, square, ballroom, or social dancing titles are places in 105, Physical Education & Leisure.*

History of Dance

Design: General, 2D, 3D, Design and Composition

Graphic Design/Arts/Lettering

Illustration Design, Illustration

Industrial Design, Product Design, Packaging

Theater Design, Stagecraft

> *Includes Costuming, Make-up, Lighting, Set Design, and other related titles. "Costuming" is not a Home Economics course.*

Design: Other

Dramatic Arts, Acting, Directing

History of Theater, Drama Criticism

Film Arts: General, Language of Film, Film and Society, Scripting, Screenwriting

Cinematography/Film-Making/Production, Film Animation, Film Techniques, Sight and Sound, Sight and Sound, Film Editing, Cartoon Workshop, Narrative Workshop, AFI Seminar

Photography, Light/Colors, Black & White Photography, Portrait Photography, Lighting, Still Photography, History of Photography

Video

History of Film, Theory, Criticism, Film Genres, Hollywood History, Film Aesthetics, International Cinema, Contemporary Cinema, Film Styles, Film as Art, Film Noir

> *All course titles referring to films of noted directors (e.g. Huston, Bergman, Eisenstein) are coded here, along with courses in film genres (mystery, romance, documentary).*

Film Arts: Other, Indeterminable

Fine Arts: General, Theory, Principles, Foundations/Fundamentals of Art, Basic Studio, Studio Arts, Studio Fundamentals

> *Note that titles such as "Art for Children" or "Art in EC [Early Childhood]" are coded under Education, NHES Category 060, Education.*

Art History & Appreciation

> *Includes courses in all periods, movements, artists, e.g. Dutch Mannerists, Cubism, Monet.*

Arts Management

Drawing, Drawing and Painting, Drawing and . . .

> *The word, "drawing," in combination with other fine arts media, placed the title here.*

Painting, Watercolor, Oil

Sculpture

Printmaking, Intaglio

Color, Color Theory, Color and Design

Non-Western Art: Hist & Appreciation, Oriental Art, Art of Sub-Saharan Africa

History of Architecture, Appreciation of Architecture, Architectural Criticism

Fine Arts: Other

Music: Ear Training, Dictation, Solfeggio, Sight-Singing, Basic Musicianship, Music Fundamentals, Introduction to Music

Music History & Appreciation: General, Art of Listening, Concert Music/Hour, Heritage of Music, Humanities: Music, Masterpieces, Survey of Music

Music Performance, Applied Music, Music Lessons, Band, Chorus, Orchestra, Ensemble, Chamber Players, Conducting, Class Piano, Class Woodwind, Class Strings, Class Percussion, Class Brass

Music Theory, Form and Analysis, Harmony, Counterpoint, Orchestration, Arranging, Composing

Music Literature, Brass/Woodwind/etc. Literature

Music History: Classical, Baroque, Romantic, Chamber, Symphony

Music History: Opera & Musical Theater, Musical Comedy, Broadway

Music History: Jazz

Music History: Pop, Rock, Folk

Music History: Afro-American Music

> *"Afro-American" or "Black" must be in the title. "History of Motown" would be here.*

Non-Western Music

Business of Music, Music Industry, Music Publication, Music Copyright, Music Careers

Music: Other, Indeterminable

Visual & Performing Arts: Other

105 Physical Education & Leisure

Physical Education & Leisure includes two general disciplines. This range of disciplines is illustrated below and additional details are on the following pages.

Recreation: Recreation covers occupationally-oriented courses, not physical education/leisure activities courses. Included here are recreation/parks, outdoor recreation, camp counseling, parks and recreation management, water recreation/water safety, sports officiating, recreation leadership, and recreation practicum.

Leisure and Recreational Activities: Leisure and recreational activities include general leisure/recreational, crafts, games and sports (individual and group), physical education activities, self-defense, equestrian activities, yoga, scuba/skin diving, fishing, riflery, folk dance, square dance, and ballroom or social dance.

Examples:
Aerobics
Ballroom Dance
Ceramics
Driving Courses (for auto insurance, DUI, DWI, etc.)
Drug and Alcohol Awareness
Fitness
Golf
Hiking
Karate
Personal Health
Physical Exercise
Pottery
Swimming
Tennis
Wilderness Safety
Yoga

If arts courses (e.g., dance, painting, ceramics/pottery, or drama) are provided by colleges and universities or vocational/technical schools, then they should be placed in Fine & Performing Arts (104). Courses in home decorating or cooking should be put into Home Economics (082).

RECREATION

These are not physical education/leisure activities courses. Rather, they are occupationally-oriented courses preparing individuals for various roles in the recreation industry.

Recreation/Parks: General, Community Recreation, Introduction to Recreation

Outdoor Recreation, Camp Counseling, Camp Administration, Campcraft

Parks and Recreation Management, Admin. of Recreation, Recreation Program Development

Water Recreation/Water Safety, Aquatics Management

> *Titles in "Water Resources" are covered under the NHES Category 010, Agriculture & Natural Resources.*

Sports Officiating, Refereeing, Umpiring

Recreation Leadership/Supervision

Recreation Practicum/Field Experience

Recreation/Parks: Other

LEISURE AND RECREATIONAL ACTIVITIES

To distinguish a Physical Education Activity course from a Physical Education course to prepare a student for teacher certification (NHES Category 060, Education), or from a Physical Education/Recreation course to prepare a person for non-school-based work in the leisure service industry involves reference to major field of study, and provider type. Persons with an MFOS of Education who take courses provided by a university, would be coded in Education.

Leisure & Recreational Activities: Gen

Leisure & Recreational Crafts

Games

Physical Education Activities, Intramural Sports, Individual Sports, Team Sports, [Any sport named individually or in combination, and without the words, "varsity," "intercollegiate," or "team practice"]

> *One major problem here is with dance: ballet, square, modern, jazz, ballroom, etc. Square dancing, folk dancing, and ballroom were coded here. However, ballet, modern, and jazz dancing were coded under NHES Category 104, Fine & Performing Arts if the provider is a university or college. If the provider was a community organization these courses were coded 105, Physical Education & Leisure.*

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Self-Defense, Karate, Judo, Mace, etc.

Equestrian Activities, Riding, Equitation, Dressage, Horsemanship

Yoga, Hatha Yoga, Meditation

Scuba/Skin Diving

Fishing, Angling, Fly-Casting

Riflery, Pistol, etc.

Football, Basketball; Team Practice/Football or Basketball; Intercollegiate Sports: Football/Basketball

Recreational/Leisure Activities: Other

106 Arts & Leisure, Other

This category is to be used when it is not possible to determine whether a course should be coded as Fine and Performing Arts or Physical Education and Leisure. Before assigning this "other" code, review the course information and categories 104, Fine & Performing Arts, and 105, Physical Education & Leisure.

111 Health Sciences

These are courses associated with professional medicine disciplines. The courses typically involve the science of medicine or dentistry and frequently have suffixes such as "-ology" to reflect that the course is the study of science in a medical area, e.g., anesthesiology, cardiology, etc. This is not required, however, since courses may have other names such as reconstructive surgery, emergency medicine, periodontics, etc. These are advanced courses that deal with complex scientific information. Health sciences include medicine, dentistry, podiatry, pharmacy, and nursing.

In addition, health sciences include hospital administration, health care planning, medical records administration, speech pathology and audiology, epidemiology, and public health.

Examples:
Anesthesiology
Continuing Education for Health Professional
Dentistry
Epidemiology
Medicine
Nursing
Pharmacy
Public Health
Surgery
Veterinary Medicine

HEALTH SCIENCES

Clinical Anatomy, Medical Anatomy, Oral Anatomy, Microanatomy, Neuroanatomy

Clinical Biochemistry, Dental Biochemistry, Medical Chemistry, Biochemistry of Medicinals, Clinical Chemistry

> *Courses in "Organic Biochemistry" or "Physiological Chemistry" are usually courses for persons majoring nursing or allied health, and are coded NHES Category 091, Sciences.*

Clinical Microbiology, Medical Bacteriology, Medical Mycology

Clinical Pathology

> *"Pathophysiology" and other similar titles were placed in 091, Sciences, unless they were taken in a graduate degree program.*

Clinical Physiology, Medical Physiology

> *This code was used to cover courses concerning the study of major functional organ systems, e.g., Cardiovascular, Respiratory, Renal, etc. "Human Physiology" titles, on the other hand, were classified under 091, Sciences.*

Basic Clinical Health Sciences: Other, Clinical Practicum, Clinical Skills, Clinical Lab, Clinical Methods, Clinical Science (General), Clinical Correlations

Chiropractic

Dentistry: General

Preventive Dentistry/Dental Public Health

Endodontics, RCT (Root Canal Therapy)

Oral/Maxial Facial Surgery

Oral Pathology

Orthodontics

Pedodontics

Periodontics

Prosthodontics & Restorative Dentistry, Crowns, Bridges, Bridgework

Operative Dentistry/Oral Surgery

Dentistry: Other

Health Servs./Hospital Admin, Hospital/Health Unit Management, Practice Management, Health Care Organization/Planning/Evaluation, Health Care Marketing, Finance of Health Care

Health Care Planning, Health Care Policy

Medical Records Administration

Health Servs Administration: Other

Medical Laboratory

Medicine: General

Anesthesiology

Dermatology

Emergency Medicine

Family Practice

Immunology, Serology

Internal Medicine

> *Includes standard range of I.M. topics and specialties, such as Cardiology, Thoracic Medicine, Gastrointestinal Medicine, Urology, Endomology, etc.*

Obstetrics and Gynecology, OB/GYN

Ophthalmology

Orthopaedics

Otorhinolaryngology/Otolaryngology

Pathology

> Only courses taught in medical schools should be coded here. See comments under NHES Category 111, Health Sciences and NHES Category 091, Sciences.

Pediatrics

Physical Medicine & Rehabilitation

Preventive Medicine

Psychiatry

Neurology

Radiology, Nuclear Medicine

Surgery: General/Plastic/Thoracic/Neurological, etc.

Medicine: Other

Nursing: General/Principles/Fundamentals, Nursing Process/Clinic, Professional Orientation

Maternal/Pediatric Nursing

Also Child Health, Obstetric Nursing, Care of Children

Medical/Surgical Nursing, Operating Room Nursing, Emergency Room Nursing, Intensive/Acute Care Nursing, Cardiovascular Nursing, Medication Administration

Nursing Administration, Nursing Leadership, Nursing Management

Psychiatric/Mental Health Nursing

Public/Community Health Nursing

Nursing Research

Geriatric/Gerontological Nursing, Care of Aged, Aging Client

Nursing: Other, Indeterminable

The "other" titles that wound up here included "Episodic Care," and titles referring to families, adults, and characteristics of patients that cut across the other categories. They also included generalized titles such as "Nursing Science."

Optometry

Osteopathic Medicine

Pharmacy

Includes all Pharmacy-related titles except Pharmaceutical Chemistry (NHES Category 091, Sciences), and Pharmaceutical Law (NHES Category 033, Law).

Podiatry

Public Health Lab Science, Health Research Methods

Epidemiology, Infectious Diseases

Public Health Practice/Management

Public Health: Other

Veterinary Medicine, Large Animals, Domestic Animals, Small Animal Clinic, Feline Medicine, Avian Diseases

Clinic, Clerkship: Field Unspecified

Health Sciences: Other, Indeterminable

112 Allied Health

These courses are not associated with a professional medical **discipline**, but are rather techniques-oriented courses. The titles of courses found in this category frequently use words such as technologies, therapy, treatment, or services; the word assistant is also found in some allied health curricula or courses. All these words suggest that the associated courses are very applied in nature rather than conceptual or scientific in nature. They generally are focused on a specific treatment or condition.

Allied Health: Allied health includes dental assisting, dental hygiene, dental lab technology, cardiovascular/cardiopulmonary technologies, EMT, radiologic technologies, respiratory therapy, surgical technology, blood bank/hematology technology, chemistry technology, clinical animal technology, medical laboratory technologies, medical imaging, microbiological technology, alcohol/drug abuse/addiction, community health/hygiene, mental health, rehabilitation counseling, population/family planning, sign language interpretation, medical/physician assisting, medical office management, medical records technology, pharmacy assisting, practical nursing (but not registered nursing), occupational therapy, physical therapy, recreational therapy, athletic injuries, adaptive physical education, audiology, and speech pathology.

Examples:
AMESLAN (American Sign Language)
Audiology
Braille
Clinical Animal Technologies
Community Health
Continuing Education for Health Technicians
Dental Assisting/Hygiene/Radiology
Emergency Medical/Paramedic/EMT
Medical Office Management
Mental Health
Microbiological Tech
Occupational/Physical Therapy
Physician Assisting
Pharmacy Assisting
Practical Nursing/Nursing Assisting
Respiratory Therapy
Speech Pathology
HPER (Health, Physical Education, and Recreation)

ALLIED HEALTH

Dental Assisting

Dental Hygiene

Dental Lab Technology, Dental Materials/Ceramics, Crown and Bridge Construction

If MFOS is in dental or dentistry, most titles here would be classified in NHES Category 111. Health Sciences.

Oral/Dental Radiology

Dental Services, Other

Cardiovascular/Cardiopulmonary Technologies

Emergency Medical: Paramedic, Ambulance, EMT

Radiologic (Medical) Technologies, Radiation Dosimetry, Nuclear Medical Technol., Clinical Radiography, Radiation Therapy

Respiratory Therapy Technology, Respiratory Therapy

Surgical Technology

Diagnostic/Treatment Services: Other

Blood Bank/Hematology Technology

Chemistry Technology

Clinical Animal Technology, Animal Care

Medical Laboratory Technologies

The coverage of this category was expanded to include specialty laboratory technologies and occupations. The keyword is "laboratory."

Medical Technology, Medical Imaging

The coverage of this category was expanded to include specialty technologies.

Microbiological Tech/Applied Microscopy

Medical Laboratory Technologies: Other

Alcohol/Drug Abuse/Addiction, Treatment etc. Addiction and Dependency, Dependency Populations/Rehabilitation/Counseling, Substance Abuse Prevention Techniques

But not titles in Alcohol/Drug Abuse Information, e.g., "Drug Awareness," "Drug Attitudes," "Habit Forming Substances," etc. These are coded under NHES Category 105, Physical Education & Leisure.

Community Health/Hygiene, Community Health and Welfare, Community Health Organization/Services, Health Advocacy

We distinguished these titles from "Hygiene and Public Health" (NHES Category 112, Allied Health), "Personal Health and Hygiene" (NHES Category 105, Physical Education & Leisure), and "School and Community Health" (NHES Category 060, Education).

Mental Health, Mental Health Technology/Methods/ Treatment/Assisting

Rehabilitation Counseling

Population/Family Planning

But "Population and Society" or "Population Dynamics" courses are coded under the NHES Category 031, Social Sciences & Social Studies.

Sign Language Interpretation, AMESLAN, Manual Communication, Signing

All cases of instruction in signing were placed here; but one or more of the above words or phrases had to be in the course title.

Human Services: General, Introduction to, Helping Professions, Human Service Methods/Organizations

Mental Health/Human Services: Other

Medical/Physician Assisting

Medical Office Management

Medical Records Technology, Health Record Applications/Systems, Ward Clerk

Pharmacy Assisting, Dispensary, Pharmacy Tech

Allied Health Services: Other

Practical Nursing, Nurse Assisting

Ophthalmic Services & Technology: All

Art Therapy, Music Therapy, Dance Therapy

Kinesiology, Exercise Physiology, Movement Science

But not "Creative Movement," which is sometimes a Physical Ed Activities course (NHES Category 105, Physical Education & Leisure) or an Education course (NHES Category 060, Education).

Occupational Therapy: all titles, Physical Therapy: All Titles

Recreational Therapy, Therapeutic Recreation

Note that these are not "recreation" (NHES Category 105, Physical Education & Leisure) titles. They must specify "therapy."

Rehabilitation Services: Other

Health Services & Science: General, Intro Allied Health, Contemporary Health Problems, Health Care Systems, Health Delivery Systems, Concepts of Health, Human Disease

Titles referring to "individual health" or "hygiene" were usually classified under NHES Category 105, Physical Education & Leisure. Any title referring to "Health" that carries less than 3 credits probably should not be coded here.

HPER: Intro/General/Survey/History/Concepts

"Health, Physical Education and Recreation" (HPER) covers generic, non-school teacher- oriented courses. It is distinguished from "Physical Education" titles that refer to schools (NHES Category 060, Education), "Recreation" titles (NHES Category 105, Physical Education & Leisure), and physical education activities courses.

Athletic Injuries/Training, Care and Prevention of Athletic Injuries

Adaptive Physical Education, Physical Education for Special Populations, Recreation for Special Populations

For "adapted" physical education, see NHES Category 105, Physical Education & Leisure.

Medical Terminology

All Medical Terminology titles were coded here.

Allied Health: Other

Does not cover such titles as "Math for Allied Health" (NHES Category 092, Mathematics) or "Medical Law for Health Workers" (NHES Category 033, Law).

Audiology, Audiometry, Hearing Disorders, Aural Theory

Speech Pathology/Neuropathology, Cleft-Palate, Stuttering

Speech-Language Pathology/Audiology, Communication Disorders, Hearing Science, Neurology of Hearing/Speech, Anatomy of Hearing/Speech, Language Disorders, Audiology/Speech Path.: Missing, Indeterminable

113 Self-Help & Personal Health Courses

These courses are unlike 111, Health Sciences and 112, Allied Health in that they are not part of a curriculum leading to a certificate or degree and require no previous substantive knowledge of the health field to take them. Typical courses in this area are First Aid, CPR, childbirth classes, HIV/AIDS awareness, and classes dealing with specific health problems. Thus, these courses are at a substantive level suitable to teach lay persons (nonprofessional in health) about health issues and emergency techniques.

Examples:
AIDS Awareness
Childbirth/Lamaze
CPR
Disaster courses (focusing on "what to do")
First Aid
HIV Awareness
Life Saving/Life Guarding
Red Cross courses

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114 Health: Other

This category is reserved for those courses that are health-related but for which it is clearly whether to assign a code of 111, Health Sciences, 112, Allied Health or 113, Self-Help & Personal Health Courses. Review the course information and the preceding categories before assigning this "other" code.

121 Religion & Philosophy

Religion courses encompass religion and theology courses leading toward any college degree. Biblical studies as a part of a religion major in a degree program are also included in this category. Identity of the provider and the major field of study, if the course was taken as part of a credential program, are the principal guides to determining appropriate codes.

Philosophy can be divided into three broad areas: (1) the generic divisions of philosophy, including Ethics, Aesthetics, and Metaphysics; (2) the history of philosophy and surveys of philosophical thought by historical period; and (3) miscellaneous but commonly taught philosophy topics, such as philosophy of science, philosophy of education, or philosophy of religion.

Theology: Theology includes biblical languages when connected to scriptural studies, Bible studies, missionary studies, religious education, religious music, theological studies, and Christian living/activities.

Philosophy: Included in philosophy are basic philosophical problems, ethics (but not "Bioethics" and "Environmental Ethics"), logic, formal reasoning, aesthetics, metaphysics, philosophy of language, ancient and medieval philosophy, Renaissance through 19th century philosophy, contemporary philosophy, Non-Western philosophy, philosophy of education, philosophy of science, philosophy of religion, and philosophy of law.

Religious Studies: Religious studies include general religion, non-western religions, Mormon texts and history, Christianity, Judaism, and religious ethics/morality.

Examples:
Aesthetics
Biblical Language
Bhuddism
Christianity
Evangelism
Hinduism
Islam
Philosophy (e.g., Plato's Philosophy of Education)
Religious Education
Religious Studies
Theology

Note that Bible studies and other religious studies taken *at a church or synagogue* *should be coded as Informal Religion/Bible Study (122).*

Courses such as "Bible as Literature" or "Poetry of the Old Testament," when offered by a college or university and with a subject of English/Literature, are considered to be English Language & Literature courses (022).

THEOLOGY

Most courses classified as Theology are given in Master's of Divinity degree programs. The one exception is "Bible Studies."

Biblical Languages: Seminary, New Testament Greek, Ancient Hebrew, etc.

Bible Studies, Sacred Scriptures, Synoptic Gospels, Pentateuch, Johannine Epistles

Missionary Studies, Evangelism

Religious Education

Religious Music

> *Music history courses on such topics as the Mass, Missa Brevis, Requiem, Sacred Chorales, etc. and music literature courses referring to sacred forms are classified NHES Category 104, Fine & Performing Arts.*

Theological Studies, Apologetics, Eschatology, Homiletics, Liturgy, Sacrament, Talmud, Sermons

Christian Living/Activities, Christian Family, Christian Personal Testimony, etc., Christian Marriage, Chapel, Christian Service

Theology: Other

PHILOSOPHY

Not all course titles with the word "philosophy" belong in NHES Category 121, Philosophy & Religion. "The Philosophy of Sport," for example, was placed in NHES Category 140, Interdisciplinary, a code for "Sports and Leisure Studies." "Political Philosophy/Philosophy of Politics" is under Political Science, along with political theory and ideology titles (NHES Category 031, Social Sciences & Social Studies).

Intro. Philosophy, Basic Philosophical Problems, Philosophical Inquiry, Principles of, etc. Philosophy of Human Nature, Philosophy of Life

Ethics, Moral Philosophy, Applied Ethics, Ethics in Business (or Law, Medicine, etc.), Moral Issues/Problems/Values, Values and Choices

> *Note that we treated professional ethics courses, such as "Bioethics" and "Environmental Ethics," under 140, Interdisciplinary.*

Logic, Formal Reasoning, Deductive Logic, Logic and Methodology

> *Some analogous titles may be found under 092, Mathematics or 051, Computer Science & Systems. Look at the subject of the course and major field of study to decide on placement in Math or Philosophy & Religion.*

Aesthetics, Philosophy of Art, Ideas of Beauty

Metaphysics, Epistemology, Philosophy of Knowledge, Being and Knowing, Knowledge & Reality

Philosophy of Language, Ordinary Language Phil

History of Philosophy: General

Ancient & Medieval Phil, Pre-Socratic Philosophy, Greek Philosophy

Philosophy: Renaiss. through 19th C., Rationalism, Empiricism, Transcendental Philosophy

Contemporary Philosophy: Analytic Philosophy, Existentialism, Phenomenology

Non-Western Philosophy

Philosophy of Education

> *This is not the "Philosophical Foundations of Ed" title that is covered under NHES Category 060, Education. The category is perhaps illustrated by a title such as "Plato's Philosophy of Education."*

Philosophy of Science, Scientific Inquiry, Scientific Method, Philosophy of Technology

Philosophy of Religion

Philosophy of Law

Philosophy: Indeterminable, Missing

> What tends to wind up in this bin are titles such as "Philosophical Analysis," "American Philosophy," "Human Freedom," "Philosophy of Love"

RELIGIOUS STUDIES

Religion: General, Comparative Topics

Non-Western Religions, Bhuddism, Hinduism, Hindu Texts, Confucius, Taoism, Islam, the Koran

Mormon Texts and History, Book of Mormon, L.D.S. Doctrine

Christianity: All Topics

Judaism: All Topics

Religious Ethics/Morality

Philosophy & Religion: Other

Religious courses offered by colleges, universities, or seminary schools should be put into Religion & Philosophy (121). Bible studies taken at a church or synagogue should be put into Informal Religion/Bible Study (122).

122 Informal Religion/Bible Study

Informal Religion/Bible Study courses include all religion-related courses offered by private community organizations (which may be churches, synagogues, and denominational or nondenominational private organizations). These courses are not part of a curriculum leading to a certificate or degree, and are of a level of information or complexity suitable for a variety of persons. The course content may encompass, for example, religions tenets or principals, the application of religious beliefs or principals to one's life, study of religious scriptures (e.g., Bible study), or study of other religious texts.

Examples:
Bible Part 1, 2, 3, etc.
Bible Prophecy
Bible Study
Biblical Studies
Book of Mark
Christian Living
Christian Parenting

Religious courses offered by colleges, universities, or seminary schools should be coded as Religion & Philosophy (121).

123 Religion & Bible Study: Other

This category is reserved for those courses that are related to religion, theology, philosophy or Bible study, but for which there is not enough information or the information is too contradictory to assign a code of 121, Religion & Philosophy or 122, Informal Religion/Bible Study. Before assigning this code, consider whether the course may actually belong in one of the non-religious categories, such as 022, English Language & Literature (e.g., Bible as literature) or 102, Personal Awareness/Improvement: Self & Interpersonal.

Appended to this manual is a section that provides guidelines on how to classify courses when one is unsure about codes related to philosophy & religion, informal religion, English language & literature, personal awareness/improvement.

131 Basic Education

Basic education courses are those that provide adults with skills they need to function in society, in their education, and in the workplace. These courses include the following areas:

Adult Basic Education (ABE) and Adult Secondary Education (ASE), which provide basic reading, writing, and math education for adults. ABE is at an elementary grade level, and ASE is at a secondary (high school) grade level.

Adult Literacy: These are courses that help adults to learn to read and to improve low-level reading skills.

GED Preparation: These are courses that help adults prepare to take the General Educational Development (GED) test, through which many adults obtain a high school diploma equivalency.

Remedial Reading or English: These are classes provided for postsecondary students whose reading and writing skills are not up to postsecondary standards. These are sometimes called "developmental" courses instead of "remedial" courses.

Study/Academic Skills: These are classes that teach people how to study and how to learn. They assist people in developing strategies that will improve their chances for success in further education. Included are topics such as note-taking, test-taking, learning strategies, and memory techniques.

Career/Job Skills: These are classes that help people to make career choices, to look for a job, to interview for a job, and to learn appropriate work habits and workplace demeanor. These are not courses that teach specific job skills, such as bookkeeping or cooking. Rather, they are designed to assist people in deciding on a job or career and negotiating the job market so they can find a job.

Personal Typing/Beginner's Typing/College Typing: This is a course for people who are taking typing for personal or educational use. It is not secretarial or office support training.

English as a Second Language: Often abbreviated as ESL or ESOL (English for Speakers of Other Languages), these are classes in English for people whose native language was something other than English.

Citizenship Classes: These are classes designed to prepare people to become United States citizens.

Student Activities and Community Service: These are courses reported by students who perform community service or out-of-class activities that meet some sort of requirement. It is expected that this will be extremely rare.

Any courses dealing with how to teach basic skills or adult literacy courses should be put into Education (060). Personal Keyboard and personal typing courses are coded here.

BASIC EDUCATION

Student Development, Individual in Transition, Survival Skills, Support Skills, Out of Class Skills, Developmental Skills, Adult Basic Skills, Adult Basic Education, Development of Competence, Mentor Group

Academic/Intellectual/Study Skills, Basic Skills, Learning Strategies, Notetaking, Test-Taking, Memory Techniques, Techniques of Learning

Workplace Skills, Job Skills, Workplace Demeanor, Work Habits

Job Seeking/Changing Skills, Job Preparation, Job Interview Technique, Career Decision, Career Counseling/Planning

Career Exploration/Orientation, Career Information, Careers in "X [Health, Business, etc.]," Occupational Information

Personal Typing, Beginners' Typing, College Typing

Library Skills, Library Orientation, Library Research Methods, Library Competency

STUDENT ACTIVITIES and SERVICE

Student Activities, Student Publications

Student/Community Service

Assemblies, Convocations, etc.

> *These are secular or generalized. If there is also a reference to "chapel" or "service" in the title, they were coded NHES Category 121, Religion & Philosophy.*

140 Interdisciplinary

The Interdisciplinary category encompasses courses that cover more than one substantive academic area. The pages that follow provide additional detail in these areas.

Interdisciplinary: Interdisciplinary courses include general laboratory, introduction to technology, clinical pastoral care, general humanities, humanities and social sciences, humanities and arts, popular culture, peace studies, women's studies, women in literature, women's psychology, gender studies, future studies, science, technology and society (STS), environmental studies, environmental science, and sports and leisure studies.

Examples:
Conflict Resolution/Management
Environmental Studies
General Laboratory
Humanities
Peace Studies
Women's Studies

INTERDISCIPLINARY

General Laboratory, Lab Techniques, Instrumentation

> *These courses are not so much inter- or multi-disciplinary as unanchored to any particular science, type of science (biological or physical), or engineering.*

Introduction to Technology, Technological Studies, Applied Science

> *These are not Engineering Technology courses that would otherwise be classified in NHES Category 070, Engineering & Related Technologies.*

Clinical Pastoral Care

Humanities: General, Survey

> *Covers titles such as Philosophy & Literature.*

Humanities & Social Sciences

Humanities and Arts

> *Combinations such as Literature and Art, or Music/History/Literature are covered here.*

Popular Culture

> *Title here referred explicitly to mass culture and/or media such as comic books, broadsides, television shows, etc.*

Peace Studies, Conflict Resolution/Management

Women's Studies: General and Topics; Feminist Theory, Women in Society, Women's Changing Roles, Women's Lives, Women and Politics, Women and the Law, Women in Business, Feminist Perspectives, Feminist Philosophy

> *Note that there is also a "Women's History" code under History in NHES Category 031, Social Sciences & Social Studies.*

Women in Literature/Art/Music/Film

> *Again, these are courses that cover more than one discipline. Courses specifically focusing on women in English Literature would be coded as 022, English Language & Literature.*

Women's Psychology, Psychology and/of Women

Gender Studies, Language and Gender, Men's Issues, Sex/Gender Roles, Masculine/Feminine

Future Studies, Futuristics

Science, Technology and Society (STS), Scientific Values, Bioethics, Environmental Ethics, Genetics and Human Values, Biology and Society, Technology and Civilization

Environmental Studies, Environmental Issues, Environmental Problems, Human Survival, Environment and Society, Natural Environment, Business and Environment

> *The titles classified here (those above, and many others) exclude those dealing directly with "conservation" and "regulation" of natural resources, as those titles have their own home in the NHES Category 010, Agriculture & Natural Resources. "Human Ecology" is in NHES Category 031, Social Sciences & Social Studies, not here.*

Environmental Science, Environmental Technology

Sports and Leisure Studies, History of Sports, Philosophy of Sports, Sports and Society, The Economics of Sports, Sports and the Law, Leisure and Life, Leisure Dynamics, Sports Law

Interdisciplinary Studies: Other

> *This was not used as a dumping ground for unclassifiable titles (see NHES Category 150, Indeterminable/Other/Unknown). The titles here had to be legitimate, e.g. "Physics and Modern Art," "Science, Mysticism and Myth," "Materials and Civilization," "Modes of Thought," etc.*

150 Indeterminable/Other/Unknown

All other courses are included in this category; however, the use of this category should be minimal.

OTHER

Cooperative Education, Internship: Field Unspecified

Readings, Independent Study: Field Unspecified

> *"Tutorial" may be coded here if and only if it is a discrete form of non-remedial, academic independent study or seminar at the institution.*

College/Freshman Orientation

Senior Seminars, Theses: Field Unspecified

Study Abroad (fields unspecified)

> *Location may be specified by naming the university or school, e.g. Aix-en-Provence, Bologna, etc. If the subject matter is indicated, these courses are coded the way any other courses would be coded.*

Credit by Examination, CLEP, RTP Essay, RTP Reading, CLAST, TASP, Advanced Placement, AP, DANTES (fields unspecified), GRE, LSAT, MCAT

> *If the subject matter is indicated, code according to field, e.g. "CLEP Biology" is NHES Category 091, Sciences; "RTP Essay" is NHES Category 022, English Language & Literature (RTP stands for Regents Testing Program, and applies only to public institutions in Georgia); "CLAST: Math" is NHES Category 092, Mathematics ("CLAST" stands for College Level Academic Skills Test and applies only to public institutions in Florida). Writing/English Proficiency exams are special cases and have their own code, NHES Category 022, English Language & Literature. If the subject matter is not indicated or if it is generalized, e.g. "Advanced Placement Test," then it is coded here.*

Unclassifiable Titles

Transfer Course(s): Field Unspecified

Missing

RESOLVING DISCREPANCY COURSE CODES

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CODES FOR BUSINESS COURSES

Courses associated with the general field of business must be assigned to a more specific category. The following guidelines should be used to determine whether the course is specialized business marketing (except real estate and insurance), business marketing in real estate and insurance, business marketing management, accounting and finance, business management, business administrative support, or business computer software. If the information provided is not sufficient to code the course to a specific business code, a category of business: other is also provided.

PLAUSIBLE CODES:

041 - Specialized Business Marketing, except Real Estate and Insurance
042 - Specialized Business Marketing: Real Estate and Insurance
043 - Business Marketing Management
044 - Business Accounting & Finance
045 - Business Management
046 - Business Administrative Support, except Computer Software
047 - Business Administrative Support: Computer Software
048 - Business: Other

CHARACTERISTICS OF EACH CATEGORY

041 - Specialized Business Marketing, except Real Estate and Insurance

Substantive nature:

These courses are frequently oriented towards a specific field of sales. The focus of the course will usually be on a specific area, such as computer sales, travel sales, home decorating sales, etc. Hence, the course is focused and occupationally oriented. In some cases (although probably not many), it may be difficult to distinguish these courses from continuing education courses offered at the MBA or above level that discuss the application of marketing principals to specific areas and are coded as business marketing management (see below). These specialized marketing courses are oriented toward sales techniques and activities -- "how to" courses in specific areas. Those coded as business marketing management (discussed further below) will usually be graduate level courses or undergraduate courses for business majors focusing on the planning and execution of sales in general or the promotion in general and distribution of ideas or goods, and will rarely be focused on a specific area such as travel or computers.

Provider:

The providers for specialized marketing courses generally fall into two categories. First, such courses are offered by postsecondary institutions -- they are more likely to be offered by vocational/technical schools, but are also offered by some colleges or universities; this may be more true in community colleges that also offer occupational programs. Second, in the case of professional development or continuing education, a business, industry, or professional association may offer such courses. Thus, there is a wide range of providers for specialized marketing courses.

Major Field of Study:

Many persons taking courses in specialized marketing may be employed in sales or marketing jobs and they will have no MFOS -- they will not be degree seekers. Among those who are degree or vocational diploma seekers, persons taking these courses may have major fields of study such as fashion merchandizing or other specialized fields. Persons who are in MBA programs or business management programs may be taking courses that are part of business marketing management (see code 043, below) and not specialized marketing.

Course length:

The course length and number of hours per week may vary. Employer-provided sales seminars are likely to last only a few hours on one or two days; courses at a voc/tech school or college may look more like college courses lasting a quarter or semester -- 10 to 16 weeks and 3 to 5 hours per week.

Other courses:

Persons who are taking specialized marketing courses may have no other courses, or they may have related courses in marketing/sales. If names of other courses specifically refer to business management, and the provider of the course you are coding is a college or university, check for a business management MFOS to determine if the course is appropriately coded as business marketing management, discussed under code 043, below.

Exception:

Note that specialized marketing courses in real estate and insurance are not included in this category; they should be coded 042, Business Marketing: Real Estate and Insurance. Also, MBA courses or college courses for business majors that focus on the planning and management of marketing activities are coded 043, Business Marketing Management.

042 - Specialized Business Marketing: Real Estate and Insurance

Substantive nature:

This special category is provided for the coding of marketing courses in real estate and insurance, because these are areas in which many adults take courses for licensure or continuing education. These are courses that focus on activities associated with the sale and marketing of real estate and insurance. Thus, they are specific in focus, and are occupationally oriented.

Provider:

Providers of real estate and insurance courses are most likely to be business or industry -- many real estate companies or insurance companies provide classes for those wishing to become agents and also provide continuing education. Other providers may include voc/tech schools or colleges and universities, however, this is less likely.

Major Field of Study:

Persons who are taking real estate and insurance courses will often not have an MFOS, since they are already employed and are taking courses to keep up to date at work. However, some persons may have a major field of study in real estate or insurance, particularly if they are enrolled in voc/tech certificate program designed to prepare them for licensure as a real estate or insurance agent.

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Course length:

The length and hours per week may vary considerably. Courses provided by business or industry may be as short as few hours on one day, or may be longer; coders will be more likely to see courses of this length. Those provided by a college or vocational/technical school may be as long as a typical quarter or semester -- 10 to 16 weeks and 3 to 5 hours each week, however, these will be less common.

Other courses:

Persons who are taking courses in real estate or insurance may or may not have other courses, or may have other courses. Typically, these will be related courses having to do with real estate or insurance topics. If names of other courses specifically refer to business management, and the provider of the course you are coding is a college or university, check for a business management MFOS to determine if the course is appropriately coded as business marketing management, discussed under code 043, below.

Exceptions:

Occasionally, you will see a course in real estate law, provided by a college or university. If the person has an MFOS of law, this is a law course and not a real estate marketing course.

043 - Business Marketing Management

Substantive nature:

Courses in Business Marketing Management are part of the 06 series in the College Course Map. These courses are typically of an advanced level and are taking by persons in MBA or undergraduate business management programs. Hence, these courses are not the same as the more occupationally oriented courses that are included in specialized business marketing (041) and business marketing: real estate and insurance (042). Rather, these courses are associated with the management, planning, and organization of marketing activities, and are strategic rather than applied. That is, they focus on strategies and not on marketing techniques for a specialized field or occupation.

Provider:

Business marketing management courses are provided by colleges and universities as part of undergraduate and graduate business management curricula, including MBA programs. *If a marketing course is provided by an institution other than a college or university, and the preponderance of information suggests that it is a marketing management course and not a specialized marketing course, flag this case for supervisor review.*

Course length:

Courses in business marketing management will nearly always be offered by colleges and universities as part of programs in business management or business administration. As a result, most of these courses will be about the length of a typical college quarter or semester -- 10 to 16 weeks and 3 to 5 hours per week. It is possible for a college course to be somewhat shorter, for example, a course taken in a "winter quarter" or a summer session. However, the course length should involve at least 30 hours total, whether 3 hours weekly for 10 weeks or 6 hours weekly for only 5 weeks.

Major Field of Study:

If the course is part of a college or university degree program, look for a major field of study of MBA or another type of business major. If the MFOS is another field besides business, then assess whether the business marketing management code is consistent with that field. A major other than business does not preclude a code of Business Marketing Management, but should lead you to review the information to be sure that the preponderance of the evidence supports the code.

Other courses:

If the course is a business marketing course and the provider is a college or university, then the person will most likely have other business-related courses. This is not required however, since some part-time degree seekers may take only one course at a time and may not have had others in the previous year. Also, the person may not be a degree seeker but may take a single course for professional development purposes. If the person is taking a course provided by a business or industry, the person may or may not have other related courses.

044 - Business Accounting & Finance

Substantive nature:

Courses in business accounting & finance encompass all levels of accounting courses. These courses deal with the financial aspects of businesses and with issues associated with taxes. It is very likely (but not required) that the word "accounting" or the word "finance" (or derivatives of these words) will be a part of the course name or subject matter. Some examples of business accounting & finance are introductory accounting, tax accounting, business tax, financial management, intermediate accounting, advanced accounting, cost accounting, auditing, CPA review, and managerial accounting. Note that bookkeeping is not a business accounting/finance courses -- it is a business administrative support course (see code 046 below).

Provider:

It is likely that for most courses, the provider will be a college or university. However, for courses offered to accountants/CPA's as part of continuing education or job-related training, the provider might be a business or industry, professional organization, or government agency.

Major Field of Study:

Persons who are degree seekers and are taking these courses will generally give business or accounting as their major field of study. Persons who are taking courses for continuing education will most likely not have a major field of study; that is, they are unlikely to be degree seekers. The occupation will be similar to the major field of study; that is, in business or accounting.

Course length:

If the course is taken within an academic setting to obtain a college degree, the length would be about 10 to 16 weeks and 3 to 5 hours per week. If the course is a continuing education course, both the hours and number of weeks may vary.

Other courses:

If a person is a degree seeker, it is likely that he/she will have other courses related to business or accounting/finance. For non-degree seekers who are taking a course for continuing education purposes, there may or may not be any additional related courses.

Exceptions:

As noted above, bookkeeping is not a business accounting/finance course -- it is a business administrative support course (046).

045 - Business Management

Substantive nature:

Courses in business management prepare individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Note that there is no direct mention of exchange (e.g., sales or purchasing). So, when the course name and subject do not specifically mention words that suggest exchange (sales/marketing) or accounting/finance, the course is more likely to be a business management course than a marketing management, specialized marketing, or business accounting/finance course. These are generally courses that offer instruction in business management at a fairly advanced (postsecondary) level and involve complex conceptual information, even if not offered by a college or university. Examples of general areas of business management are: general business, principles of business, general business administration, business law, business regulations, management policy/strategy, operations management, business/managerial economics, personnel management (performance appraisal, compensation administration), operations research/decision science, business research, organizational leadership/behavior. Management training in specific fields is also included in this area: institution management, hotel management, restaurant management, transportation management, international business/management, labor/industrial relations.

Provider:

For courses leading to a degree with a major field of study of business management, the provider will be a college or university. For courses offered to business managers as part of continuing education, the provider might be a business or industry or a professional organization. If the provider is a business or industry or a professional organization, the person is likely (not required) to be in an occupation somehow related to business management.

Course length:

If the course is taken within an academic setting, whether or not to obtain a college degree, the length will probably be typical of a college quarter or semester -- 10 to 16 weeks and 3 to 5 hours per week. If this is a continuing education course, both the hours and number of weeks will be less. For management courses offered by business or industry, the length of courses may vary considerably.

Other courses:

For persons who are degree seekers in business, it is likely that they will have other courses of a similar nature (although they also may have unrelated courses, such as electives). Persons taking courses for continuing education or professional development may or may not have any other courses.

Exceptions:

Office managers are considered administrative support personnel, and courses in office management are considered to be business administrative support, and not business management. Courses for such office support occupations are very applied in nature, focusing on specific occupational activities. Business management courses are more theoretical in nature, and focus on principles of planning, directing, and organization on a broad scope.

046 - Business Administrative Support: except Computer Software

Substantive nature:

These courses are for office support occupations and office operations, and related clerical occupations. These are applied courses that focus on specific office activities or tasks, or the supervision of administrative support staff, or courses for office managers. In addition to office support activities, business administrative support includes courses related to other clerical support activities including bookkeeping, teller functions, mailroom functions, etc. Examples of business administrative support courses include bookkeeping, computer accounting, teller operation, secretarial programs, business typing, filing, telephone techniques, and so on.

Provider:

The provider may be a vocational/technical school, 2-year college, or business or industry. Some public school districts offer night courses in business administrative support activities. It is rare that a 4-year college or university will be the provider for a course in business administrative support, however, this may occur.

Course length:

Courses may be quite brief, for example, focusing on a specific procedure or tool, or may be ongoing courses meeting for a few hours per week for several weeks. If the provider is a voc/tech school or a 2-year college, the course length may be that of a typical college quarter or semester.

Other courses:

Persons who are enrolled in a voc/tech or 2-year college program may have-other related courses. Also, people who take business administrative support courses from a business or industry may take multiple courses. However, this is not necessarily the case; the course in question may be the only course.

Exceptions:

Computer software courses for office administrative applications (i.e., word processing/desktop publishing, and spreadsheet programs) should be coded 047, Business Administrative Support: Computer Software. Examples are given below.

047 - Business Administrative Support: Computer Software

Substantive nature:

These courses teach the use of computer software programs for business administrative support. Included are word processing software such as Word Perfect or Microsoft Word, and spreadsheet programs such as Excel or Lotus 123. These are applied courses designed to teach a specific application.

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Provider:

The provider may vary, including voc/tech school, 2-year colleges, business or industry, or federal/state/local government. Also, public school districts may offer such courses through night school programs.

Major Field of Study:

While some persons may be in voc/tech or degree programs, these courses are by no means limited to people in credential programs who have major fields of study. Also, persons in any field of study may take these courses.

Course length:

The number of hours per week may vary. If the provider is a voc/tech school or 2-year college, the course may last as long as a typical semester or quarter (in which case it may cover several computer programs). If the provider is a business or industry or government, the course may last from several hours on one day to a few hours per week for several weeks.

Other courses:

Persons who take courses in business administrative support computer software (word processing or spreadsheets) may or may not have any other related courses.

Exceptions:

This category does not include all computer software programs that are used in business settings. For example, it does not include data analysis software, CATI software, data editing software, and so on. It is specifically designed to cover software that is used for word processing and spreadsheets.

048 - Business: Other

Substantive nature:

Courses coded as 048 are courses that are business-related, but for which there is not sufficient information to select one of the above codes.

DECISION RULES

DECISION RULE 1:

If the course name and subject matter indicate that the substantive nature of the course is about the exchange of ideas, goods, or services, then assign one of three marketing codes (041, 042, 043) based on the following criteria.

Rule 1a. If the course name and subject matter indicate that the course concerns applied marketing activity in a specific field *other than real estate or insurance*, and the person is not a business major in a college or university, code the course **041**, Specialized Business Marketing, except Real Estate and Insurance.

Supporting Evidence:

1. The provider may be a college or university, a voc/tech school, business or industry, or a labor/professional organization. It is most likely that the provider is a voc/tech school, 2-year college or business.
2. The person does not have a major field of study of business at the college level.

3. The course length may vary from very brief to the equivalent of a semester. If the provider is a 2-year college, the equivalent of a semester is more likely. A shorter duration is likely for voc/tech schools or businesses.
4. The person may or may not have other courses in marketing or business. If other courses are in management, look again for MFOS to be sure the person is not a business degree major at the college level.
5. If employed, the person *may* have a sales/marketing-related occupation. (Note: a management occupation does not make this code inappropriate.)
6. Any education level is plausible, an educational level of more than a bachelor's degree is unlikely.

Rule 1b. If the course name and subject matter indicate that the course is in the real estate or insurance fields, code the course **042**, Business Marketing: Real Estate and Insurance. **Exception:** Real estate law is coded as law if the person has an MFOS of law.

Supporting Evidence:

1. The provider is more likely to be a business/industry or a professional association than some other entity, although others are possible.
2. The person may have an MFOS of real estate in a voc/tech school or (less likely) college program. An MFOS in insurance is less likely. Most will not have an MFOS unless they are in a program leading to licensure.
3. The course length can vary from a typical semester length to brief seminars of a few hours. A briefer time frame is more likely.
4. Other courses in the same field (i.e., real estate or insurance) may be observed. However, absence of other courses does not contraindicate this code.
5. If employed, the person is more likely than not to have a sales occupation (e.g., is an agent). However, the person may not be employed and may be studying to become an agent.
6. It is unlikely (but not impossible) that persons without a high school diploma will be taking real estate or insurance courses.

Rule 1c. If the course name and subject indicate that the course concerns planning, organizing, or directing marketing activities, and the provider is a college or university, code the course **043**, Business Marketing Management.

Supporting Evidence:

1. The provider is a college or university, business/industry, or professional organizations. If the provider is a voc/tech school, a public school district, or private community organization, the course would be coded as specialized marketing (041).
2. If the person has an MFOS, it is likely to be a business major, but this is not required. The person could have another major, or a person in a business profession could be taking the class as continuing education.
3. The course length is probably typical of a college quarter or semester.
4. If the person has any other courses, it is likely (but not required) that at least some of them are business courses.
5. If employed, the person probably has a management job, however, he/she may have another job.
6. The person's education will usually be some college or more.

DECISION RULE 2:

If the name and subject indicate that the substantive nature of the course is accounting, finance, taxes, CPA training, auditing, or financial management, then code the course **044**, Business Accounting and Finance.

Supporting Evidence:
1. If the person has an MFOS, it will typically be for an undergraduate or graduate degree with a major in finance, accounting, or business.
2. The provider will typically be a college or university, but business/industry or a professional association may also provide continuing education.
3. The course length will be typical of a college semester or quarter if the provider is a college or university. If the provider is a business/industry or a professional association, the length can vary.
4. If the person has other courses, they will probably financially related.
5. The person, if employed, will probably be in a finance-related field, but this is not a requirement.
6. The person's education level will usually be at least some college.

DECISION RULE 3:

If the course name and subject indicate that the course is about planning, organizing, directing or controlling the functions or processes of the firm or organization, and the provider is a college or university, professional association, or business/industry, then assign the code **045**, Business Management.

Rule 3a. If the course name and subject matter indicate that the course is about planning, organizing, directing, or controlling the functions or processes of the firm or organization, but the provider is a voc/tech school, a public school district, or a private community organization, code the course **048**, Business: Other.

Supporting evidence:
1. For business management, the provider will be a college or university, business/industry, or professional association. A voc/tech school is not a likely provider.
2. If the person has an MFOS, it will typically be a college or graduate degree in business, although an MFOS of business is not required.
3. The course length will more often be that of a typical college semester. However, if the provider is a business or professional association, the length will vary.
4. If the person has an MFOS in business, he/she will probably also have other business-related courses. If the person does not have an MFOS, he/she may or may not have other courses.
5. If employed, the person is likely in a business-related field (e.g., manager, supervisor).
6. The person's educational attainment is likely to be some college or more.

DECISION RULE 4:

If the name and subject matter of the course include one from the following list, or very similar terms, code the course **046**, Business Administrative Support: bookkeeping, machine billing, teller operations, business data processing, business data entry operation, office supervision, secretarial programs, court reporting, legal secretarial, medical secretarial, general office programs, filing, receptionists, or telephone techniques. *Classes in computer* *software for word processing/desktop publishing or spreadsheet programs are not coded here; see decision rule 5, below.*

Supporting Evidence:

1. The provider is likely to be voc/tech school, 2-year college, business/industry, or public school district. It is unlikely to be a college or university, a professional association, or a private community organization.
2. The person may have an MFOS indicating a vocational program in business data entry, business data processing, secretarial, bookkeeping etc. This is not a requirement, however.
3. The course length can vary from typical semester length at a voc/tech school or 2-year college to brief courses offered by other providers.
4. If the person has other courses, they may also be related to office administrative support. Again, though, this is not required.
5. If employed, the person is likely to be in an office support, bank teller, or similar administrative support position.
6. The person is likely to have at least a high school education, but this is not required.

DECISION RULE 5:

If the course name and subject matter suggest that the course focuses on word processing or spreadsheets (Word for Windows, Lotus-123, Excel, Word Perfect, MacWrite, etc.), the course is to be coded **047**, Business Administrative Support: Computer Software.

Supporting Evidence:

1. The course name/subject is definitive in these cases, regardless of other characteristics of the course and its circumstances (e.g., MFOS, length, other courses).
2. It is not considered inconsistent for persons of any occupation of education level to take such courses, since these programs are used my many different people at different levels in many occupations.

DECISION RULE 6:

If the course name, subject, and other information are such that one cannot discern which of the business codes is appropriate, but it is clear that the course is a business course, then assign the code **048**, Business: Other.

EXAMPLES

The following are examples of courses that received discrepant codes related to business in previous coding activities. They are provided as examples of how to apply the rules discussed above.

Example 1:

Course name:	Purchasing Management
Course subject:	Business
Provider:	4-year college or university
MFOS:	Life Long Learning
Degree Program:	Bachelor's
Course length:	4 hours/week, 16 week
Other courses:	Salesmanship Advertising

Small Business Concepts
Occupation: none
Education: 1-2 years of college

Analysis:

As indicated in decision rule 1, courses associated with exchange are included in the realm of marketing, and the task is to assign this case to 041, 042, or 043. The course name and subject matter exclude code 042, since there is no mention of real estate or insurance. The decision between 041, Specialized Business Marketing, and 043, Business Marketing Management, as indicated in rule 1c, is predicated on the person having a major field of study in business. This person does not. The provider is a 4-year college or university and the person did take other business courses, however, he/she reported the major field of study as "life long learning." The other courses reported for this case suggest that the person is in a business marketing curriculum, since the courses include salesmanship, advertising, and small business concepts. Based on the preponderance of the evidence, this case would be coded as 043, Business Marketing Management.

Example 2:

Course name: Real Estate Appraisal Class
Course subject: Appraisal Etticks (sic)
Provider: Labor Organization or Professional Association
MFOS: None
Degree program: None
Course length: 15 hours/week, 1 week
Other courses: None
Occupation: Executive/Administrator/Managerial
Education: Associate's Degree

Analysis:

Consistent with decision rule 1c, all real estate courses are included in 042, Business Marketing: Real Estate and Insurance. The only exception would be a real estate law class for a person who has an MFOS of law, which is not the case here. The other information is consistent with the assignment of code 042 -- the provider is a labor/professional organization, the person has no major field of study, the course length is not unexpected, and the occupation and educational attainment do not contradict the code.

Example 3:

Course name: Real Estate
Course subject: Real Estate Law
Provider: Someone Else
MFOS: None
Degree Program: None
Course length: 10 hrs/wk, 6 wks
Other courses: Construction
Occupation: none
Education: BA

Analysis:

This course is about law as it relates to real estate. The course was offered by "someone else" and the length of the course is consistent with a continuing education course. Decision rule 1c indicates that a course in real estate law is only to be coded as law if the person has an MFOS of law and the provider is a university. That is not the case, so the appropriate code is 042. The person has a BA degree, which is not inconsistent with the 042 code, Business Marketing: Real Estate and Insurance.

Example 4:

Course name: Property Casualty License
Course subject: Insurance
Provider: Voca/Trade/Business/Hospital/Flight School
MFOS: None
Degree Program: None
Course length: 40 hours/week, 1 week
Other courses: None
Occupation: Marketing and Sales Occupations
Education: 3-4 years of college

Analysis:

The name and subject of the course indicate that this is a business marketing course dealing with auto insurance, which is 042: Business Marketing: Real Estate and Insurance. None of the remaining information contradicts this. The person took this course at a vocational/trade/business school, it was an intensive 40-hour, one-week course. The person is in a sales/marketing occupation and has 3-4 years of college.

Example 5:

Course name: Financial Seminar II
Course subject: Stocks and Bonds
Provider: Business or Industry
MFOS: None
Degree Program: None
Course length: 8 hours/1 week
Other courses: Financial Seminar I
Scientific Seminar
Occupation: None
Education: BA

Analysis:

Based on decision rule 2, above, this course should be coded 044, Business Accounting and Finance. The information above indicates that the course was a seminar provided by business and industry, which the person attended for 8 hours in one week. He/she also took another financial seminar that appears to be a predecessor to the course to be coded, as well as another (apparently unrelated course). The person does not currently have a job, but has a bachelor's degree.

Example 6:

Course name: Finance 2
Course subject: Business
Provider: 4-year college or university
MFOS: Finance
Degree program: Bachelors
Course length: 10 hours/week, 4 weeks
Other courses: Finance I
Practicum and Health Care Management
Strategic Planning
Occupation: None
Education: High School Diploma

Analysis:

Based on decision rule #2, this course should be coded as 044 Business Accounting and Finance. The course name clearly indicates that this is a course in finance within the broader field of business. The person is in a bachelor's degree program, with a major in business. The course is of a somewhat unusual length, but may have been a summer session or "winter quarter" course. Other courses appear to be related to a business major as well. The highest education of a high school diploma may indicate that this person was in his/her first year of college when responding.

Example 7:

Course name: Managing Employees in the Market Place
Course subject: Business Management
Provider: 2-year Community/Junior College/Tech Inst
MFOS: Psychology
Course length: 12 hours/week, 8 weeks
Degree program: Bachelor's
Other courses: Algebra
English
Occupation: None
Education: Associate's

Analysis:

The name and subject matter of the course clearly indicate that this course is a business management class. The provider was a college (2-year). The remaining information indicates that the respondent completed his/her AA and has gone on to a Bachelor's program. While his/her MFOS was not business at the time of the interview, that does not preclude him/her from having taken a business management course. The correct code is 045, Business Management.

Example 8:

Course name: Continuing Ed on Employee Benefits
Course subject: Employee Benefits
Provider: Labor Organization or Professional Association
MFOS: None
Degree Program: None
Course length: 8 hours/1 week
Other Courses: German

Convention for Catholic Health
Income Taxes
Occupation: None
Education: Bachelor's degree

Analysis:

This courses concerns employee benefits which is part of personnel management. This is a business management function. This course was provided by a labor organization or professional association, and the length is consistent with such a continuing education course. Other courses are present, but are not related and therefore do not contribute to the coding decision. Personnel Management is part of Business Management, 045. None of the other courses or the fact that the respondent did not have a job at the time contradict this assignment. The respondent having a college degree is consistent with the assignment of a 045, Business Management.

Example 9:

Course name: Business and Report Writing
Course subject: General Business
Provider: Labor Organization
MFOS: None
Degree program: None
Course length: 16 hours/week, 1 week
Other courses: Coding Basics
Drying and Curing
Spreadsheet Program
Occupation: None
Education: High School Diploma

Analysis:

The name and subject matter of the course are not clear as to whether this course should be coded 045, Business Management or 046, Business Administrative Support. Other courses taken suggest that this course could relate to business administrative support, rather than business management. Since the educational attainment of the course-taker is high school diploma, 046, Business Administrative Support, is the most appropriate code for this course.

Example 10:

Course name: Postage Class
Course subject: Bulk Mailing
Provider: Tutor or Private Instructor
Course length: 3 hours/week, 1 week
MFOS: None
Degree program: None
Other courses: MS-DOS
Land Title Insurance
Desk Top Publishing
Occupation: Administrative Support
Education: High School Diploma

Analysis:

The name and subject matter of the course indicate that the course should be coded 046, Business Administrative Support, since mailing operations are an administrative support function. The persons occupation and education level are consistent with this assignment.

Example 11:

Course name: Word Perfect
Course subject: Computers
Provider: Vocational/Trade/Business/Hospital/Flight School
MFOS: None
Degree program: None
Course length: 9 hours/week, 3 months
Occupation: None
Education: High School Diploma

Analysis:

The name of the course clearly indicates that this course is a word processing class in Word Perfect. For coding this case, the course name and subject are definitive. It should be coded 047, Business Administrative Support: Computer Software. No other information (provider, length, education) contradicts this assignment.

Example 12:

Course name: Lotus 1-2-3
Course subject: Computer Science
Provider: 2-yr Community/Jr College/Technical Inst
MFOS: None
Degree program: None
Course length: 4 hrs/wk, 14 weeks
Other courses: Business/Small Group
Occupation: Administrative Support/Clerical
Education: Bachelor's Degree

Analysis:

As indicated in decision rules 4 and 5, all word processing/desktop publishing and spreadsheet programs are to be coded 047, Business Administrative Support: Computer Software. The subject as given by the respondent (computer science) should not be permitted to contradict this decision rule, and the title of the course clearly indicates that this is a spreadsheet program.

Example 13:

Course name: Banking
Course subject: Loan Software Program
Provider: Business or Industry
MFOS: None
Degree program: None
Course length: 20 hrs/wk, 1 week
Other course: Computer
Occupation: Executive, Administrative, Managerial
Education: High School Diploma

Analysis:

This course teaches a computer software program for a business application -- bank loans. According to decision rule 5, Business Administrative Support: Computer Software, includes word processing and spreadsheet programs. None of the information above suggests that this is such a program. Therefore, this computer application training should be coded as 051 Computer Science and Systems.

Example 14:

Course name: Quality Auditing
Course subject: Quality Control
Provider: Business or Industry
MFOS: None
Degree program: None
Course length: 8 hours/1 week
Other courses: Negotiating for Agreement
Effective Listening
Auto Cad course
Occupation: Engineers, surveyors, and architects
Education: Bachelor's degree

Analysis:

The name of the course indicates that it pertains to auditing procedures for quality control. It is not clear whether this refers to financial auditing procedures, or to quality audits in the sense of quality control of production. The other courses named by the respondent do not resolve this. Therefore, this course would be coded 048, Business: Other.

Example 15:

Course name: Customer Services
Course subject: Banking
MFOS: None
Degree program: None
Provider: Business or Industry
Course length: 24 hours/week, 1 week
Other courses: Supervisory Seminar
Banking Regulation
Occupation: Executive, Administrative, Managerial
Education: High School Diploma

Analysis:

The name of the course suggests that it could be a course concerned with the marketing of customer services for bank customers, or alternatively, could be a course involving the management (planning, directing) of customer services. while the two other courses are suggestive of management functions (supervisory seminar, and banking regulations), they are not definitive. For this reason, the code should be 048, Business: Other.

CODES FOR EDUCATION AND HOME ECONOMICS

There are some courses reported by adults that seem to be equally suitable to the category of education and the category of home economics, which includes child development, day care/preschool services, and parenting. Note that nearly all discrepancies between education and home economics were associated with courses that were in some way related to child care or parenting. Awareness of this provides a valuable context in which to consider the following information and guidance.

PLAUSIBLE CODES:

060 - Education
082 - Home Economics

Occasionally, a child development course may appear to fit into Psychology:

034 - Psychology

(Note, because few cases were observed in which there was a discrepancy involving psychology and education and home economics, the field of psychology is not detailed here; however, it is included in some decision rules.)

CHARACTERISTICS OF EACH CATEGORY

060 - Education

Substantive nature:

Education courses encompass all fields of education, including early childhood education, elementary and secondary education, postsecondary education, and adult and continuing education. Also included are special education, educational administration, curriculum and educational media, school psychology, student counseling and guidance, and student personnel services. Often, education will be part of the course name or subject. Child development is also included here if the subject is early childhood education or exceptional children. These are college, graduate, and continuing education courses and related teacher training courses that are designed to prepare persons to teach or to provide professional development to those who are teachers. These are not vocational courses designed for child care providers nor parenting courses (see home economics below for a discussion of these).

Provider:

The provider for education courses is usually a college or university. Continuing education for educators may be provided by professional associations. Public school systems and government agencies may also provide continuing education but these courses are less likely to be taken from these entities. Private community organizations may provide courses for persons who will teach within their organizations. Vocational/technical schools generally do not provide education courses. This is particularly germane in the area of child care/development, which, when offered by a voc/tech school, should be coded as home economics.

Major Field of Study:

Most persons taking courses in education have a major field of study in education, if they have a major field of study at all. However, those who are taking professional development courses will typically not have an MFOS. An MFOS in a field other than education suggests that codes other than education must be considered as plausible.

Course length:

If the provider is a college or university, it is likely that the course length will be typical of a college quarter or semester (10 to 16 weeks and 3 to 5 hours each week). If the course is a continuing education or professional development course, regardless of provider type, the length can vary considerably, from one intensive day on a focused topic to a few hours a week for a few weeks.

Exceptions:

Child development is included in 060, Education, if the subject matter of the course is early childhood education or exceptional children. However, child development should be coded 034, Psychology, if the course subject is psychology; and child development should be coded as 082, Home Economics/Vocational Home Economics if neither education nor psychology is specified.

082 - Home Economics/Vocational Home Economics

Substantive nature:

Home economics courses encompass courses related to home management (e.g., family relations, parenting, child development, family/personal finance, or food/nutrition), child care services, consumer education, home/interior decorating, and fashion/textiles/apparel. These courses include both theory and applied content, but tend to emphasize applied content, such as problem solving in family relations, application of finance concepts to family or personal finance, application of consumer issues to consumer education, and so on. The substantive nature of such courses offered by vocational/technical schools will usually be even more applied. Their goal is not to teach teachers how to deal with child development issues in the classroom. The classes do not focus on a classroom context, but rather a parent-child context.

Provider:

The provider for these courses may be a 2-year college or technical institute, a vocational/technical school, and to a lesser extent, a college or university. Some private community organizations may offer courses in some areas of home economics. Some cooperative extension programs (government agencies) may also offer home economics courses.

Major Field of Study:

Persons with courses in home economics may have major fields of study among the topics listed above under substantive nature. However, other persons who have a variety of majors may take such courses as electives. Also, many persons taking such courses may have no MFOS because they are not credential-seekers.

Course length:

If the course is offered by a college or university, the length may be typical of a quarter or semester. Courses offered by vocational/technical schools and other providers may vary considerably.

Other courses:

Persons taking home economics courses at a college or university may have other courses in the same area, especially if their MFOS is a home economics field. Other persons may have no other courses, or other unrelated courses. Child development in a child psychology course looks at this area more from a scientific point of view than 082, Home Economics, which looks at this area from an applied or practicing point of view. If the substantive nature seems applied, code as 082, Home Economics. If more scientific, code as 034, Psychology. Other information will help in determining the substantive nature of the courses.

DECISION RULES

DECISION RULE 1:

If the course name and subject indicate that the focus of the course is on teaching children, school counseling, or school/college administration (hence the word "education"), the course will usually be included in 060, Education. Exceptions are:

1a. a consumer education course should be coded 082, Home Economics;
1b. a course offered by a vocational/technical school should be coded as Home Economics.

Supporting information:

1. For Education (060) the provider is typically a college or university, except for continuing education courses, which may be provided by professional associations or others. An employed respondent can be expected to have an occupation of teaching or school administration (if any).
2. If the provider is a vocational/technical school, the courses is likely not education but home economics.
3. The person, if a degree-seeker, typically has an MFOS of education.
3. The course is of typical quarter or semester length if provided by a college or university. Those provided by others (e.g., continuing education courses) will vary in length.
4. If the person has an MFOS of education, he/she likely has other related courses. If the person does not have an MFOS, he/she may or may not have other related courses.
5. Persons taking education courses will typically have a college degree or more, but undergraduates in education programs (baccalaureate programs) may have a high school education or some college.

DECISION RULE 2:

If the name and subject matter of the course indicate that the course deals with home management, family relations, parenting/child rearing, child care services, family/ personal finance, food/nutrition, consumer issues, home/interior decorating, or fashion, the course should be coded 082, Home Economics. The title and subject matter will be similar to the above but the focus will not be the relationship between teacher and child but between parent and child, family and child, or care provider and child. This may be difficult to determine based on the title and subject. Other information should assist in this matter.

Supporting information:

1. The provider is most likely to be a college or university or a vocational/technical school.
2. If the person has an MFOS, it will typically be in one of the fields named above. Some degree seekers may have a different MFOS if they are taking a course as an elective. Many will not have an MFOS.

3. The course length will vary depending on the provider. Courses offered by colleges will last the typical length of a quarter or semester. This may also be true of vocational schools, although the length may vary.
4. If the person has a related MFOS, he/she will likely have other similar courses.
5. If the person is in a vocational program, his/her highest education is probably a high school diploma. If the person is in an undergraduate program, he/she most likely has a high school diploma or some college. Others may have a highest education of vocational/technical, a bachelor's degree, or a graduate education.

DECISION RULE 3:

If the name of the course includes child development and the subject matter of the course is early childhood education or education, and the provider is not a vocational/technical school, then the course should be coded 060, Education. If the course subject is psychology and the provider is a college or university, the child development course should be coded 034, Psychology. If neither education or psychology is mentioned or the provider is a vocational/technical school, the course should be coded as 082, Home Economics.

Supporting Information for 060, Education:

1. The name and/or subject specifically mention education.
2. The provider is a college or university or a professional association, and not a vocational/technical school.
3. If there is an MFOS, it is very likely in education.
4. If there are other courses, they are likely to include education courses.
5. The course length is likely to be typical of a college quarter or semester, or else an intense, short course typical of professional development.

Supporting Information for 034, Psychology:

1. The provider is typically a college or university or professional association, but may be (though is less likely to be) a government agency, business, or private community group. The provider is not a voc/tech school.
2. If there is an MFOS, it is not likely to be in education, child care, or child development, but in psychology. However, a person in home economics with an emphases in family relations may take a child development course in psychology as a supporting course or elective.
3. The course length would be typical of a quarter or semester if the provider is a college, otherwise the length would vary.
4. The person is likely to have at least some college, although first-year undergraduates may have only a high school diploma so far.

Supporting information for 082, Home Economics:

See rule 2, above.

EXAMPLES

Example 1:

Course name: Child Care
Course subject: Child Care
Provider: 2-yr Community/Junior College/Technical Inst
Course length: 24 hours/week, 6 months
MFOS: None

Degree program: None
Other courses: None
Occupation: None
Education: High School Diploma

Analysis:

The name and subject matter of the course suggest that this course is a home economics class. Child care services are included under Home Economics. The substance of the course is child care, and there is no mention of education or psychology. The course-taker is not enrolled in an education or psychology program at a college; the provider is a 2-year college or technical institute. The appropriate code is 082, Home Economics.

Example 2:

Course name Ways to Help Educate Your Child
Course subject: Different Ways to Help Educate Your Child
Provider: Federal/State/County/Local Gov't Agency
MFOS: None
Degree program: None
Course length: 2 hours/week, 1 week
Other courses: CPR
Stress Management
Bodwin Method
Occupation: None
Education: Vocational/Technical after High School

Analysis:

Name and subject of this course mention education (ways to...educate). However, the provider is not a college or university, and there is no MFOS of education. The title and subject indicate that this is a parenting course, rather than a course teaching the participants to become educators. Parenting courses are included in 082, Home Economics. The provider, lack of MFOS, course length, and remaining information are consistent with this assignment. The other courses provide no information to affect the coding, but are not contradictory. Also, the person's lack of employment and education level are not contradictory.

Example 3:

Course name: Discipline
Course subject: Early Childhood in Day Care Centers
Provider: Federal/State/County/Local Gov't Agency
Course length: 4 hours/week, 1 week
MFOS: None
Degree program: None
Other courses: Human Growth and Development
Occupation: Executive, Admin, Managerial Occupations
Education: Graduate School or Professional School

Analysis:

The name and subject of the course indicate that this course is directly related to child care services. This substantive nature of the courses is definitive -- child care services are to be coded as 082, Home Economics. The provider, lack of MFOS, and course length suggest that this is a continuing education course. The other course is consistent with the assignment of 082. The occupation and education do not contradict this information.

Example 4:

Course name:	Principles of Counseling
Course subject:	Counseling
Provider:	4-year college or university
MFOS:	School Guidance Counseling
Degree program:	Master's
Course length:	8 hours/week, 6 weeks
Other courses:	Aerobics Teacher Inservice Intro to High School Counseling
Occupation:	None
Education:	Graduate or Professional School

Analysis:

Initially, the course name and subject matter suggest that this course may be a psychology course, since counseling psychology falls under psychology. However, the MFOS clearly indicates that this is a program in school guidance counseling, which is part of 060, Education. While the length is not typical of a college quarter or semester, it is possible that this course was taken in a winter quarter or summer session, which would have a length of about 6 weeks. Other courses, teacher inservice, and intro to high school counseling, support the assignment of the course to education. The person's education level is not contradictory of the education code. Therefore, this course should be coded 060, Education.

CODES FOR ENGINEERING AND VOCATIONAL COURSES

This section discusses two categories of adult education courses -- *Engineering and Related Technologies* and *Vocational and Personal Services*. Some confusion between these categories of courses have been experienced in the past coding activities. The purpose of this section is to describe each category and to provide guidelines for distinguishing between them.

PLAUSIBLE CODES:

070 - Engineering & Related Technologies
081 - Vocational & Personal Services

CHARACTERISTICS OF EACH CATEGORY

070 - Engineering & Related Technologies

Substantive Nature:

Courses in engineering and related technologies generally provide theoretical and/or applied information about complex physical systems and the planning or management of those systems. Their content generally requires some previous instruction in advanced mathematics. These are courses provided primarily at the college level or the professional development (continuing education) level for persons in engineering, architecture, and related technological fields. In general, these courses fall into three categories. These are *Architecture and Environmental Design* (see the series beginning with **04** in the CCM for more information); *Engineering* (see the series beginning with **14** in the CCM for more information), and *Engineering-Related Technologies* (see the series beginning with **15** in the CCM for more information). Hazardous waste management (HAZMAT) belongs in this category.

Note: **It is this last area, Engineering Related Technologies, that appears to be the source of the most confusion between this category and vocational and personal services.** Examples are materials and methods of construction, civic technologies, construction management and cost, drafting technology (electronic drafting, blueprint reading, model making), surveying technology (land surveying, mapping technology), computer technology, digital electronics, microtechnology, electronic/electrical technology (diodes, transistors, transformers), laser and optical electronics, solid state technology, robotics, air conditioning/heating/refrigeration, pollution control, sanitation technology, water and wastewater technology, industrial technology/materials/mechanics, industrial safety and safety technology, plastics technology, welding technology, quality control technology, automotive and aeronautical technology, petroleum technology and exploration. This possible confusion is discussed further after the description of Vocational and Personal Services.

Provider:

The provider is most likely a 2- to 4-year college or university. However, continuing education may be provided through colleges, professional associations, or employers (which may include business or industry, government agencies, and so on). Some engineering-related technologies such as drafting, materials or methods of construction, or land surveying, could be offered by a vocational/technical school.

Major Field of Study:

If the person is in a degree program, it is likely that the MFOS will be in engineering, architecture, or an engineering-related technology field. Some persons with an MFOS in computer science, information management, or computer systems/development may take engineering courses related to computer hardware technologies or computer engineering. Persons taking continuing education courses will typically not have any MFOS.

Course length:

The number of hours per week may vary. However, since these courses are usually part of a college or university program, it is likely that the length and hours per week will be typical of a college quarter or semester. For continuing education courses, the length may vary considerably, from a one-day seminar to an ongoing course lasting several weeks.

Other courses:

Persons taking courses in this category are likely to have related courses if (1) they are degree seekers with an MFOS in engineering, architecture, or an engineering-related technology, or (2) they are taking continuing education in one of these fields.

081 - Vocational & Personal Services

Substantive Nature:

Courses in vocational and personal services are typically designed to prepare persons to perform jobs in various areas listed below. Therefore, these courses are very applied in nature, and do not generally deal with theory. In other words, these tend to be "how to" courses rather than "how and why" courses. The Vocational and Personal Services courses fall into 6 areas: *Personal Services*, *Construction Trades*, *Industrial Arts*, *Mechanics and Repairers*, *Precision Production*, and *Transportation and Materials Moving*. It is primarily in the area of Mechanics and Repairers and Precision Production that confusion between Engineering & Related Technologies and Vocational and Personal Services is found. This is addressed in the decision rules, below.

Provider:

The provider for these courses is most likely a vocational/technical school, trade school, or business or industry. The provider may be a 2-year college, since many community colleges provide vocational programs as well as academic programs.

Course length:

If the provider is a voc/tech school or 2-year college, the course is likely to be similar in length to a school quarter or semester. Some courses provided by voc/tech schools and business or industry will have various course lengths reported.

Exceptions:

Courses focusing on vocational business training (e.g., secretarial courses or bookkeeping) should be coded 046, Business Administrative Support, except computer software.

NOTE: It is the mainly in the subset of Vocational courses that concern Precision Production and Mechanics and Repairers that the potential for confusion with Engineering-Related Technologies exists. There are similar titles, or partially similar titles, in Engineering-Related Technologies and in Vocational and Personal Services. Examples are drafting, heating/AC/refrigeration, or welding. The difference between Engineering-Related

Technologies and Vocational fields is the level of science or technology involved in the course. Those in Engineering-Related Technologies area, which would be coded 081, are courses focused more on the science, technology, design, or planning in a given area (say, development of heating technology or design of heating systems); those in the Vocational area would focus more on installation or repair of a heating system. Another example would be drafting. In the Engineering-Related Technology area, a course in drafting technology would focus on the design, development, and application of drafting technology, whereas a Vocational course would focus on doing drafting or the use of a drafting technology.

DECISION RULES:

DECISION RULE 1:

If the course name and subject matter indicates that the content is in the Engineering & Related Technologies or Vocational fields; and the name or subject includes the word "architecture," "engineering" or "technology" (or urban or transportation design or planning); and the provider of the course is a college or university, it should be coded 070, Engineering & Related Technologies.

Supporting Evidence:

1. The words engineering, architecture, or technology appear in the name or subject.
2. The provider is a college or university.
3. The person is pursing a degree in engineering.
4. The course length is typical of college quarter or semester.
5. The person probably has some college or more education (although first year college students will probably have a highest education of a high school diploma).

DECISION RULE 2:

If the course name and subject matter include words such as architecture, engineering, or technology, (or urban or transportation planning), but the provider is a vocational or technical school, it should be coded 081, Vocational and Personal Services.

Supporting Evidence:

1. The person will not be a college degree seeker, but may be pursuing a vocational certificate.
2. The course may be of a usual semester length, but may deviate quite a bit from this, depending on the type of vocational school or whether the provider is a business.
3. The person is unlikely to hold a college degree at the bachelor's level or above.
4. The person may have no job or may be employed in a vocational field.

DECISION RULE 3:

If the course name and subject matter specifically refer to repair or installation, the courses should be coded 081, Vocational and Personal Services.

Supporting Evidence:

1. The name of the course may refer to installation, repair, "how to fix," etc.
2. The provider is probably a vocational/technical school or a business.
3. The course length is likely to be shorter than a typical college course, although a voc/tech school may have a schedule similar to a college quarter or semester.
4. The person may have other similar courses, although this is not required.
5. The person need not have any particular level of education; but education beyond the BA level is unlikely.

Exception: If the person is pursing a college degree at the bachelor's level or above in a field associated with an engineering-related technology, code the course 070, Engineering and Related Technology.

DECISION RULE 4:

If the course has a name or subject indicating a field that can be either an engineering-related technology or a vocational course, and the provider is neither a college/university nor a vocational technical school or business, examine the other course information (provider, course length, other courses) to obtain a sense of the level of the course taken.

(1) A very short course (say, a few hours in one week or two) is unlikely to be an Engineering-Related Technology course, whereas a course on repair could be covered in a brief period.

(2) If the nature of the course you are taking is unclear, but there are other courses that are clearly either Engineering & Related Technologies, or Vocational and Personal Services, code the course to be consistent with other courses the person is taking.

EXAMPLES

Example 1:

Course name:	Drafting and Lay-Out
Course subject:	Industrial Engineering
Provider:	2-yr Community/jr College/Technical Inst
MFOS:	Industrial Engineering
Degree program:	Associate's Degree
Course length:	40 hrs/wk, 2 weeks
Other courses:	Welding Blue Print Welding Inspection
Occupation:	Production Working Occupations
Education:	1-2 Years of College

Analysis:

In this case, the person gave a course name of drafting and layout, which could be coded as either Engineering & Related Technologies or as Vocational and Personal Services. The subject is industrial engineering and the provider is a 2-year institution. The person is in an associate's degree program and not a vocational certificate program. Consistent with decision rule 1, the name or subject contains "engineering" and the person is a college degree seeker, indicating code 070, Engineering & Related Technologies. The person's current occupation and education do not contradict that code assignment, because he/she is a degree-seeker.

Example 2:

Course name:	Typing
Course subject:	Vocational type
Provider:	Voc/Tech School
MFOS:	None
Degree program:	None
Course length:	4 hours/week, 3 months

Occupation: None
Education: High School Diploma

Analysis:

In this case, the course name and subject are definitive. Vocational typing is clearly classified as Vocational and Personal Services.

Example 3:

Course name: Abrasive
Course subject: Selecting Proper Abrasive for Work
Provider: Business or Industry
MFOS: None
Degree program: None
Course length: 8 hrs/wk, 1 week
Other courses: How fasteners constructed and used
Consultative
Hydraulic Systems
Occupation: Marketing and sales occupations
Education: 1-2 years of college

Analysis:

The course name and subject indicate that this course is vocational in nature. The provider (a business), the course length (a short course of 8 hours in one wee), and the other courses taken by the person are consistent. The person's occupation and education do not contradict this code.

Example 4:

Course name: From the Inside Out
Course subject: How Houses are Built
Provider: Business or Industry
MFOS: None
Degree program: None
Course length: 16 hrs/wk, 1 week
Other course: Chemical Dependency
Suicide Prevention
From the Ground Up
Occupation: None
Education: Graduate or Professional School

Analysis:

This course on how houses are built appears to be applied, rather than theoretical or scientific in nature. It's name and subject do not include words like architecture, design, or planning. The course is a short one (16 hours, 1 week) provided by a business. Two of the person's courses are unrelated, and one other course appears related. Based on the preponderance of evidence, this course should be coded as 081, Vocational and Personal Services.

Example 5:

Course name: Instrumentation
Course subject: Automatic Valves
Provider: Business or Industry
MFOS: Math
Degree program: Associate's
Course length: 3 hrs/wk, 3 weeks
Other courses: Phymatic valves
Math
Structural Welding
Occupation: None
Education: 3-4 yrs college

Analysis:

This course appears to be an applied course on valves. It is offered by business and industry and is a short course (3 hours weekly for 3 weeks). It is not related to the person's degree program in Math. Two related courses, also appearing to be applied courses, were report. This course should be coded 081, Vocational and Personal Services.

If the information provided for coding the course is insufficient, the code of 150, Indeterminable, is available. We do not want to encourage the overuse of this code, but it is appropriately used when the course cannot be classified into any other code.

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PHYSICAL EDUCATION AND LEISURE COURSES

The task is to make the conceptual distinction between those courses that involve education and training in fine and performing arts and courses that are leisure activities. However, the intent of the course taker is not the issue; rather, the task is to classify the course according to it's substantive nature based on all the available characteristics of the course.

PLAUSIBLE CODES:

104 - Fine & Performing Arts
105 - Physical Education & Leisure

CHARACTERISTICS OF EACH CATEGORY

104 - Fine & Performing Arts

Substantive nature:

Courses in the fine and performing arts encompass many art forms. The visual arts include painting and drawing, sculpture, photography, ceramics, glasswork and glassblowing, graphic design, industrial design, and theater design. The performing arts include music (vocal and instrumental), dance (including ballet), drama (including opera), and film. Also included are art and music history, art and music appreciation, and arts management. These courses are more rigorous that leisure courses and involve evaluation of the student.

Provider:

Courses in the fine and performing arts are likely to be offered by colleges or universities or professional associations. However, art or dance studios may also provide these courses.

Major Field of Study:

Persons taking courses in fine and performing arts may or may not have an MFOS. The MFOS, if present, may or may not be related to fine and performing arts, since some students take courses in these areas as electives.

Course length:

If the course is taken at a college or university, the length would probably be 10 to 16 weeks and 3 to 5 hours per week. If the course is provided by an art or dance studio, the course length may vary. However, the nature of these courses (rigorous and evaluative) requires that the course not be a very short course of a few hours over a few weeks.

Exceptions:

Arts and crafts offered by community organizations or private businesses (e.g., arts stores) should be included in 105, Physical Education & Leisure.

Within the field of dance, ballet, modern dance, and jazz dance are coded as fine and performing arts, but folk dancing, square dancing, and ballroom dance were are coded as leisure.

105 - Physical Education & Leisure

Substantive nature:

Physical Education & Leisure courses include two general areas: recreation courses and leisure and physical education. Recreation courses cover occupationally-oriented courses, such as recreation/art, outdoor recreation, camp counseling, or sports officiating. Leisure and recreational activity courses include general leisure and recreational activities and crafts, games and sports (individual and team), self-defense, yoga, scuba/skin diving, fishing, or riflery. Physical education and leisure courses may be of college-level, or may be informal classes taken by persons with no background in the particular subject of the course. Physical education does not include the *coaching* of sports -- that is 060, Education.

Provider:

Physical education and leisure courses may be offered by colleges and universities, vocational and technical schools, public school districts or schools (which offer adult education activities), private community organizations, governments (especially local government), business and industry, and private tutors or instructors. In short, nearly any type of organization can offer physical education and leisure classes.

Course length:

The number of hours per week may vary greatly. If the person is taking a course from a college or university, the length would by typical of a quarter or semester. Courses provided by others may be very brief (e.g., a set of 3 golf lessons from a private instructor), to very long (e.g., 2 hours or aerobics per week for the entire year).

Exceptions:

Courses in home decorating or cooking should be coded 082, Home Economics.

DECISION RULES:

DECISION RULE 1:

1.a All courses in the following substantive areas are to be coded as 104, fine and performing arts, is provided by a college or university, vocational/technical school, or a professional association.

- Drama
- Theater or film
- Ballet
- Jazz dance
- Modern dance
- Arts Management
- Musical Instruments (all)
- Voice/singing
- Painting and drawing
- Sculpture, ceramics
- Art or Music History
- Art or Music Appreciation

Supporting Evidence:

1. The substantive nature of the course is in an area of arts listed above, or the course name or subject mention an area that is not explicitly listed but is in the same area (e.g., sketching, classical dance, directing, choreography, and so on).

1b. The above courses are to be coded as 105, Physical Education and Leisure, if the provider is business or industry, government, a private community organizations, a public school district or elementary/secondary school, or a private instructor.

2. The provider is a college or university or a professional association.

3. The person is likely to have an MFOS if the provider is a college or university, and the MFOS is likely to be in the arts, but this is not required.
4. The course length will often be typical of a college quarter or semester. However, if the provider is a professional association, the course may vary in length.
5. The person probably has other courses of a similar nature.
6. The person's education may be any level, but less than high school is highly unlikely if the provider is a college or university.
7. The person may have an occupation in the arts or entertainment.

Supporting Evidence:

1. The substantive area of the course is in one of the areas of arts and performance listed above.
2. The provider is not a postsecondary institution or professional association, but business or industry, government, a private community organizations, a public school district or elementary/secondary school, or a private instructor.
3. If the person has an MFOS, it is not likely to be related, since the postsecondary institution is not the provider of this course.
4. The course length may vary considerably.
5. Persons taking leisure courses may have any level of education and any occupation.

DECISION RULE 2:

All courses concerned with games, sports, and exercise are to be coded as 105, Physical Education and Leisure, regardless of provider. In addition, dance courses in ballroom dance, square dancing, and folk dancing are to be coded as 105, Physical Education and Leisure.

Supporting Evidence:

1. The course name is definitive in these cases.
2. The provider may be any institution or a private instructor.
3. The course length may vary considerably. If the provider is a college, the course may be the typical length of a quarter or semester. For other courses, the length may be nearly anything. A person could take 2 1-hour tennis lessons, or could take guitar lessons every week all year long.
4. The person may or may not have other related courses.
5. The person's occupation or education can be anything.

EXAMPLES

Example 1:

Course name: Guitar Lesson
Course subject: Guitar of Music
Provider: Business or industry
MFOS: None
Degree: None
Course length: 1 hour/week
Other courses: Red Cross CPR
Occupation: None
Education: 1-2 years of college

Analysis:

This course involves instruction in a musical instrument, which means it could be coded as 104 or 105. The provider is a business or industry, and it is not part of a college or vocational program. Based on decision rule 1b., this course should be coded 105, Physical Education & Leisure.

Example 2:

Course name: Vocal/Voice Lesson
Course subject: Professional Entertainment
Provider: Tutor or Private Instructor
MFOS: None
Degree program: None
Course length: 1 hrs/wk, 1 year
Other courses: English Composition Class
Occupation: None
Education: 1-2 years of college

Analysis:

Although the course subject suggests that this course may relate to a professional music course, no other information (e.g., occupation) indicates that the course-taker is a professional musician. The course was offered by a private instructor or tutor and is not part of a college degree program. However, the subject indicates that this is not a course taken for leisure or enjoyment. Therefore, it should be coded 104, Fine and Performing Arts.

Example 3:

Course name: Ball Room Dancing
Course subject: Dancing
Provider: 4-yr College or university
MFOS: None
Degree program: None
Course length: 4 hrs/wk, 1 quarter
Other courses: Health Planning
Jazz Piano
Occupation: None
Education: Graduate of Professional School

Analysis:

Based on the subject matter (dancing), this course can be assigned to either 104, Fine & Performing Arts, or 105, Physical Education and Leisure. However, the course name indicates that this is a ballroom dancing class, and in this case, the course name is definitive. According to decision rule 2, this course should be coded 105, Fine and Performing Arts.

Example 4:

Course name: Piano class
Course subject: Music
Provider: 2-year community/junior college/technical institute
MFOS: None
Degree program: None

Course length: 3 hrs week/17 weeks
Other courses: Ballet Class
Avionics Applications
Pilot ground school
Occupation: None
Education: Bachelor's degree

Analysis:

This course is in music, and involves instruction in a musical instrument. It could be coded either 104 or 105 depending on the provider. We see that the provider is a postsecondary institution. Based on decision rule 1a, this course is to be coded 104, Fine and Performing Arts.

CODES FOR HEALTH COURSES

The NHES manual indicates that courses with a name and subject associated with the health field could be assigned one of 4 plausible codes. This section discusses the nature of these courses and provides guidelines for assigning the appropriate code.

PLAUSIBLE CODES:

111 - Health sciences
112 - Allied health
113 - Self-help health courses
114 - Health: other

CHARACTERISTICS OF EACH CATEGORY:

111 - Health Sciences

Substantive nature:

These are courses associated with professional medicine disciplines. The courses typically involve the science of medicine or dentistry and frequently have suffixes such as "-ology" to reflect that the course is the study of science in a medical area, e.g., anesthesiology, cardiology, etc. This is not required, however, since courses may have other names such as reconstructive surgery, emergency medicine, periodontics, etc. These are advanced courses that deal with complex scientific information. Health sciences include medicine, dentistry, podiatry, pharmacy, and nursing.

In addition, health sciences include hospital administration, health care planning, medical records administration, speech pathology and audiology, epidemiology, and public health.

Provider:

Providers of health sciences courses are typically colleges and universities; specialized schools of medicine, dentistry, and health sciences; and hospitals. Some providers may be professional associations providing continuing medical or dental education. **Note**: Courses offered at vocational/technical schools, through night schools at public school districts, or by private community organizations, are **not** health sciences courses, but allied health or self-help health courses.

Major Field of Study:

Persons taking health sciences courses who have an MFOS (are current degree seekers) will have a major field of study in medicine, osteopathy, pharmacy, dentistry, or nursing, in other words, Health Sciences. Persons with major fields of study in physical therapy, speech and hearing, nurse assisting, physician assisting, or radiologic technology (as examples) are **not** in health sciences, but in allied health. If you see a health field with which you are not familiar, check the CCM (pages 62-76) to find the field; if you do not find it, refer the case to a supervisor.

Course length:

Since health sciences courses are frequently offered under a standard college or university curriculum, they generally last 10 to 16 weeks. Lectures may be for a few hours per week, and laboratory courses may meet for about 8 hours per week including lectures and laboratory sessions.

Most health sciences disciplines also offer refresher courses and continuing education courses which are much shorter in duration, lasting typically 2-5 days and running for the better part of a day (5-8 hours). The substantive level of these courses is the same as that of those offered in medical schools, but is more focused and hence makes it more difficult to discern their nature. It is highly unlikely that a course that is only an hour or two long is a health sciences course.

Other courses:

Persons enrolled in degree programs in the health sciences are likely to also be taking other courses in the health sciences, and courses in laboratory sciences such as biochemistry, anatomy, and physiology. Some may also be taking psychology courses. Because most licensed health professionals (e.g., doctors, dentists) are required to participate in continuing education, non-degree-seekers may also have other health sciences courses.

112 - Allied Health

Substantive nature:

These courses are not associated with a professional medical **discipline**, but are rather techniques-oriented courses. The titles of courses found in this category frequently use words such as technologies, therapy, treatment, or services; the word assistant is also found in some allied health curricula or courses. All these words suggest that the associated courses are very applied in nature rather than conceptual or scientific in nature. They generally are focused on a specific treatment or condition.

Provider:

Because of the substantive nature of these courses, they are much more likely to be provided by a community college, vocational or technical school, a trade school, or a hospital.

Major Field of Study:

If there is an MFOS, it is likely to be in a health technology, health assisting, or health-related therapy field. Examples are nursing assistant, radiologic technologist, respiratory therapy, physical therapy. In addition, persons in allied health may have an MFOS of emergency medical technician or paramedic training. Medicine, dentistry, pharmacy, and nursing are health sciences fields and not allied health fields.

Course length:

These courses may be shorter in length and more intense than health sciences courses. They are less likely to last 16 weeks and more likely to meet for more than 3 hours per week. However, if the course is offered by a community college, the length would be typical of a college quarter or semester.

Other courses:

As in health sciences, persons pursuing an associate's degree or vocational credential would be likely to have other related courses. Persons who are taking courses as continuing education may or may not have other related courses.

113 - Self-Help Health Courses

Substantive nature:

These courses are unlike 111 (Health sciences) and 112 (Allied health) in that they are not part of a curriculum leading to a certificate or degree and require no previous substantive knowledge of the health field to take them. Typical courses in this area are First Aid and CPR. Thus, these are courses are at a substantive level suitable to teach lay persons (nonprofessionals in health) about health issues and emergency techniques.

Provider:

Unlike the above two categories, any one of a number of providers could offer these courses, including public school districts, businesses, private community organizations, and government agencies. In addition, some colleges and universities may offer such courses as CPR or First Aid.

Course length:

These courses are typically for a few hours during one day or may be an hour or two per week for a few weeks.

Other courses:

Persons taking self-help health courses may or may not have any other courses, whether related or unrelated.

Exceptions:

First aid and CPR courses that are taken as part of a credential program for persons studying to be a paramedic or emergency medical technician, or in another allied health field, are not self-help health courses but allied health courses.

114 - Health: Other

This category is reserved for those courses that are health-related but for which it is difficult to assign a code of 111, 112, or 113.

DECISION RULES

Simple decision rules are not likely to work very well in this area. The coder must examine the preponderance of evidence and decide on the appropriate code. Note that the person's education and occupation are not to be used for assigning the code, but rather as confirmatory evidence. That is, if the person's occupation or education contradict a code, re-examine the evidence to see if an alternative code would be more appropriate.

Note: Among the courses that resulted in health-related coding discrepancies, few cases had major fields of study. Therefore, it is important to carefully review criteria associated with other aspects of the courses in order to arrive at the correct code.

DECISION RULE 1:

Code the course as a 111 (Health sciences) if the preponderance of evidence meets the following criteria:

Criteria:

a. The name and subject of the course suggest that the course is concerned with the study of some medical phenomenon or an advanced medical procedure (for example, cardiology, surgery, anesthesiology, periodontics, orthodontology).

b. The provider is a college or university or a professional association. The provider is **not** a vocational/technical school, 2-year college, private community organization, or public school district.

c. The course length is at least 10 to 16 weeks (i.e., typical of a semester or quarter at a college or university). It is also possible to have a short, intensive course as past of a continuing education program, for example, 20 hours in 1 week, as part of a continuing education program; in this case, the occupation should be consistent with health sciences continuing education.

d. The other courses, if any, seem to be of a similar substantive nature.

Confirmatory/Contradictory Evidence:

e. The occupation of the individual is that of a physician, dentist, nurse, or other health professional, not a nursing assistant, physical therapist, etc.

f. The highest level of education **or** current degree pursued is a professional degree (e.g., MD, DPM, DDS) or bachelor's degree in nursing (BSN).

g. If a person's current occupation is an allied health occupation, but he/she is also pursuing a health sciences degree (MFOS of Health Sciences) and the course meets the other criteria above, this does not contradict the code of 111, health sciences.

DECISION RULE 2:

Code the course as a 112 (Allied health) if the preponderance of evidence meets the following criteria:

Criteria:

a. The name and subject of the course suggest that the course is **not** concerned with the study of some medical phenomenon, but rather a therapy, health service, or use of a health technology.

b. The course provider is a vocational/technical school, a 2-year community college or technical institute, a business or industry, or a professional association.

c. The course length is typically shorter than 16 weeks unless the provider is a 2-year college.

d. The other courses may be similar in nature.

Confirmatory/Contradictory Evidence:

e. The occupation of the individual is an allied health occupation or the person has an MFOS of an allied health field. If the occupation is health sciences, examine the forgoing criteria (substantive nature, provider, length, etc.) to determine if the course is health sciences or allied health.

f. The education level suggests that the individual did not graduate from a college or professional school or is not in the processing of completing a graduate or professional degree.

NOTE: Health professionals could take these courses, but those with only a vocational certificate are not likely to take the 111 courses since they do not have the appropriate training (unless they are also degree seekers in a health sciences discipline).

DECISION RULE 3:

Code the course as a 113 (Self-help health courses) if the preponderance of evidence meets the following criteria:

a. The name and subject of the course suggest that the course is not concerned with a discipline of medicine or complex techniques used to administer medical examinations or treatments, but simple techniques that can be learned quickly, are not likely to be part of a degree program, are not likely to require any previous knowledge or training in a health field, and can be learned by anyone.

b. The provider is not likely to be an academic institution, though it could be. More commonly, the provider will be a private community organization (e.g., the Red Cross), or a public school district (many offer CPR or First Aid through evening classes for adults).

c. The course length is likely to be short, possibly several hours over just a couple of weeks or less.

d. Other courses, if any, could be unrelated to this course.

e. The occupation and education level of the course-taker could be anything.

DECISION RULE 4:

Code the course as a 114 (Health: other) if it is difficult to choose among the above codes or if the information is insufficient or contradictory.

EXAMPLES

Example 1:

Course name: Osteo Arthritis
Course subject: Medicine
Provider: Business or Industry
MFOS: None
Degree program: None
Course length: 1 hour/1 week

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Other courses: Current Antibiotics
Nuclear Pharmacy
Herpes Zoster
Occupation: Pharm., Diet., Therapists, Physician's Asst.
Education: Graduate or Professional School

Analysis:

While the name and subject suggest 111 or 112, the provider (business or industry), the length (only one hour), and the other courses suggest that the course is a 112, Allied Health. Finally, the occupation is consistent with a code of health sciences, since a health sciences course (111) is likely to require more educational knowledge than a person with this level of training would have.

Example 2:

Course name: Hyperlipidemia
Course subject: Cholesterol
Provider: 4-yr College or University
MFOS: None
Degree program: None
Course length: 3 hours/1 week
Other courses: American College of Cardiology
Grand Round
Education: Graduate or Professional School

Analysis:

The course name, the provider, and the other courses suggest a 111. The course length suggests a 111 or 112. The persons education attainment is consistent with a code of health sciences. The preponderance of evidence suggests a 111, Health Sciences.

Example 3:

Course name: Dental Hygiene
Course subject: Periodontal
Provider: 4-yr college or university
MFOS: None
Degree program: None
Course length: 8 hours/week for 8 weeks
Other courses: Dental Management
CPR
Occupation: None
Education: Graduate or Professional School

Analysis:

Dental hygiene is more of a treatment or therapy suggesting a 112, while periodontology is more of a 111. The length of the course and the nature of the provider suggest that the course is more closely aligned to a 111. The other courses give mixed information. "Dental Management" points in the direction of Health Sciences rather than Allied Health. Graduate or professional education is consistent with this code.

Example 4:

Course name: Angiography
Course subject: Neurology
Provider: 4-yr college or university
MFOS: None
Degree program: None
Course length: 1 hour/1 week
Other courses: Arterial Flows
AIDS Sickness
Mammography
Occupation: None
Education: Some College

Analysis:

While the course subject and provider suggest that the course be coded a 111, the length (one hour, one week) and other courses taken suggest that this course is at a lower level and more technique-oriented than a 111. Also, the educational attainment would be contradictory of a 111 code. The preponderance of evidence suggests a code of 112.

Example 5:

Course name: Pediatric Advanced Life Saving
Course subject: Medical Nursing
Provider: Labor Organiz. or Professional Assoc.
MFOS: None
Degree program: None
Course length: 16 hours; 1 week
Other courses: Trauma Nursing
Child Psychology
Occupation: Registered Nurse
Education: Bachelor's Degree

Analysis:

The title suggests that the course is not the study of a medical discipline but rather the study of a technique, the use of a technology or a therapy and hence should be coded 112. The provider, the other courses, and the level of educational attainment all suggest that the course better fits 112. The occupation, however, is associated with a 111; but we realize that individuals with advanced training may take courses that do not require the use of their advanced training and this seems to be the case here.

Example 6:

Course name: Professional Related Continuing Educ
Course subject: Medical Related
Provider: Not ascertained
MFOS: None
Course length: not ascertained
Other courses: CHURCH
Occupation: None reported
Education: Graduate or Professional School

Analysis:

The course name provides no useful information. The course subject suggests that it is medically related. To code this course as a 111, 112, or 113 requires more information than is available. The appropriate code is 114.

Example 7:

Course name: Back Injuries
Course subject: Diagnosis and Treatment of Back Injuries
Provider: Labor organization or Professional Association
Course length: 3 hours/1 week
Other courses: AIDS Update
Tuberculosis Update
Occupational Health Management
Occupation: Registered Nurse
Education: Graduate or Professional School

Analysis:

The title of the course suggests that the appropriate code might be 112 or 113. The 113 code is justified because many different people might wish to take such a course. The subject, however, indicates that the course is not for those who have a back injury, but for those who will administer to people with a back injury. Hence, 112 is more appropriate. The other information (course length, other courses taken) supports this conclusion, and the occupation and educational attainment are not contradictory.

Example 8:

Course name: Skin Care
Course subject: Nursing
Provider: Vocational/trade/business/hospital/flight school
Course length: 6 hours/1 week
Other courses: Management
Legislative Update
OBRA
Occupation: Registered Nurse
Education: Graduate or Professional School

Analysis:

Again, the course name suggests a 112 or 113. However, the course subject suggests that the 113 be rejected since the course-taker is not taking the course to deal with a problem of skin care, but to assist others (given the subject of nursing). The remaining information (especially provider and course length) is consistent with the 112 choice. Neither the occupation or education contradict this code.

Example 9:

Course name: Tube Feeding/Tracheotomy Care
Course subject: Nursing
Provider: 2-year community/jr college/technical inst.
MFOS: None
Degree program: None
Course length: 8 hours/week ; 4 months

Other courses: None
Occupation: Registered Nurse
Education: 1-2 years of college

Analysis:

The course name indicates that this course is a 112 (allied health), focusing on a specific treatment technique. The subject, however, would be consistent with a 111 (health science). The provider is consistent with a code of 112 and is inconsistent with a code of 111. The course length is typical of a semester at a 2-year college. The persons's occupation could be consistent with either a 111 or 112 depending ont the substantive nature of the course, but the person's education is more consistent with a code of 112. The preponderance of the evidence supports a code of 112, allied health.

Example 10:

Course name: Nursing
Course subject: LPN
Provider: Vocational/trade/business/hospital/flight school
MFOS: None
Degree program: None
Course length: 6 weeks/20 hours per week
Other courses: Rehab Therapy
Occupation: Registered Nurses
Education: Voc/Tech after High School

Analysis:

While the course name of Nursing suggests a health science (111), the subject, LPN (for licensed practical nurse) and the provider (vocational) indicate that this is an allied health course (112). The remaining information, including the course length and other course taken support the code of 112, and the occupation and education of the person do not contradict the code of 112.

Example 11:

Course name: Care of the Aggressive Patient
Subject: Patient care
Provider: Tutor or private instructor
MFOS: None
Degree program: None
Course length: 10 hours/1 week
Other courses: Alzheimer
Management of the Violent Patient
Death and Dying
Occupation: None
Education: Bachelor's degree

Analysis:

The name and subject matter of this course suggest a code of either 112 or 113, that is, applied techniques for caring for a patient. It is unclear from name, subject, and provider whether this is a course for a person with health training or a health occupation (112, allied health) or for a person with no health training (113, self-help health) who may be caring for a family member with an illness. Because there is not sufficient information to code this course as 112 or 113, then the code of 114, Health: Other, should be used.

CODES ASSOCIATED WITH RELIGION & PHILOSOPHY AND BIBLE STUDY

The NHES manual indicates that courses with a name and subject associated with religion (or theology or philosophy) could be assigned one of the following *religion-related* codes:

PLAUSIBLE CODES:

121 - Religion & Philosophy
122 - Informal Religion/Bible Study
123 - Religion & Bible Study: Other

In addition, two *non-religion-related* codes may be plausible for assignment to some courses that contain terms related to religion in the name or subject matter:

PLAUSIBLE ADDITIONAL CODES:

022 - English Language and Literature
102 - Personal Awareness/Improvement: Self & Interpersonal

CHARACTERISTICS OF EACH CATEGORY:

In this section, we first discuss the religion-related fields above, and then discuss the alternative fields that may (rarely) be appropriate to courses that also include religious references in the name or subject.

121 - Religion & Philosophy

Substantive nature:

Religion includes courses on general and comparative religion, courses on specific religions, religious ethics, and morality, offered by colleges and universities (including Bible colleges and seminaries). Biblical studies courses taken as a part of a major in religion or theology are also included in this category. Also included in this NHES category are courses in Theology, which generally includes courses offered in seminaries, rabbinical colleges, or colleges associated with particular denominations (shown as colleges in the NHES course listing). These are college-level courses such as scriptural studies, missionary studies, religious education, religious music, and courses dealing with Christian living and family. As college-level courses, these activities present complex information and involve analytical study. Many of the courses, beyond those with names such as "introduction to..." are likely to assume a core of knowledge or prior education in the subject matter.

Philosophy can be divided into three broad areas: (1) the generic divisions of philosophy, including Ethics, Aesthetics, and Metaphysics; (2) the history of philosophy and surveys of philosophical thought by historical period; and (3) miscellaneous but commonly taught philosophy topics, such as philosophy of science, philosophy of education, or philosophy of religion.

Provider:

Typically, the providers of courses in religion or philosophy are colleges, universities, seminaries, or rabbinical schools. Courses that are included in this category are considered be of a postsecondary level of complexity and are usually taken for credit toward a degree (although some persons not seeking degrees may take such courses at a college or university for personal interest or professional development). Some vocational schools may offer religion or philosophy courses for persons preparing for occupations related to service in a religious institution.

Major Field of Study:

Because religion and philosophy courses are offered by postsecondary institutions, many of those taking such courses may be degree seekers. However, a major field of study other than religion or philosophy should not be seen as inconsistent with the coding of a course in this category, since persons in many major fields may take such courses to satisfy general requirements or as electives.

Course length:

Courses offered at a college or university generally last for one quarter or semester -- about 10 to 16 weeks -- and meet for about 3 to 5 hours per week. Courses taken in summer sessions or "winter quarters" may be of shorter duration and meet for more hours per week.

Other courses:

If the person's major field of study is religion, theology, or philosophy, it is likely that there will be other courses of a similar nature reported. However, persons may also take courses in religion and philosophy to meet general college or university requirements, as electives, or as noncredit students attending because of personal interest. For these persons, the reporting of other similar courses in unlikely.

Exceptions:

Not all courses with titles related to religion or theology are included in this category -- see the discussion of alternative codes below. Not all course titles with "philosophy" belong in this category. For example, Political Philosophy and Philosophy of Politics are a part of political science and, therefore, should be coded 031, Social Sciences & Social Studies. If a philosophy course is clearly focused on a specific other discipline, check the CCM to determine whether a the course should be assigned to the other field. Note, however, that "philosophy of science" is considered a philosophy course.

122 - Informal Religion/Bible Study

Substantive nature:

Informal religion/Bible study courses include all religion-related courses offered by private community organizations (which may be churches, synagogues, and denominational or nondenominational private organizations). These courses are not part of a curriculum leading to a certificate or degree, and are of a level of information or complexity suitable for a variety of persons. The course content may encompass, for example, religions tenets or principals, the application of religious beliefs or principals to one's life, study of religious scriptures (e.g., Bible study), or study of other religious texts.

Providers:

Informal religion/Bible study courses are typically provided by churches or other religious organizations (indicated as "private community organizations" in the NHES) and not by colleges or universities. While these courses may have names similar to those of religion or biblical studies courses taken at colleges or universities, information courses offered by private community organizations are intended for a broader audience in terms of education and occupation, and are not academic in nature. Thus, the provider of the course is important in determining the assignment of the appropriate code.

Major Field of Study:

Because these informal courses are typically offered by private community organizations, and are usually taken because of personal interest, major field of study is not usually a factor. If the person has an MFOS, check to see if the provider *of this particular course* is a postsecondary institution, in which case the course would be included in 121, Religion and Philosophy.

Course length:

The length of these informal courses can vary a great deal. Some courses are very short and focused, perhaps lasting only a few hours over the course of a week or two. Other courses may last for a year, meeting for an hour or two each week.

Other courses:

Persons taking these informal courses may have other related courses, other unrelated courses, or no other courses at all.

123 - Religion & Bible Study: Other

This category is reserved for those courses that are related to religion, theology, philosophy or Bible study, but for which there is not enough information or the information is too contradictory to assign a code of 121 or 122. Before assigning this code, consider whether the course may actually belong in one of the non-religious categories below.

As discussed above, two non-religious codes may be plausible assignments for courses that have religion-related terms in their names. These categories are discussed next.

022 - English Language and Literature

Provider:

The provider of such courses will typically be a college or university. It is possible that such courses may be offered for general interest in adult evening courses offered by schools or school districts. If the person is taking many other courses that are in religion, then a course about a religious text should be coded as religion unless it specifically says "literature." Courses offered by churches or synagogues (private community organizations) that focus on religious texts are not likely to be literature courses, but are scripture studies courses, and should not be included in this category.

Major Field of Study:

Although someone taking a course such as the Bible as Literature may have a major field of study of English Literature or Religion, this is not necessarily the case. Persons may take such literature courses to fulfill general requirements or as electives for any degree. In addition, some persons may take such courses as nondegree seekers for personal interest, in which case they would have no major field of study.

Course Length:

Courses such as the Bible as Literature are likely to run for the typical length of a college quarter or semester, i.e., about 10 to 16 weeks and about 3 to 5 hours each week. However, courses taken during a "winter quarter" or summer session may be shorter with more hours per week.

Other Courses:

Persons taking these courses may have other related courses if their major field of study is English Literature. If other courses are related to religion, be sure that the course in question is actual a literature course (and not a religion/Biblical studies course) before assigning this code -- look for words such as "literature" or "poetry" in the course name or subject matter.

Occupation:

Persons of any occupation may take courses in which religious texts are studied as literature.

Education Attainment:

Because courses in the Bible as Literature and other English Language and Literature courses are likely to be provided by a college or university, persons taking these courses are likely to have at least "some college." However, those who just started collage at the time of the interview may have a high school diploma as their highest completed level of education.

102 - Personal Awareness/Improvement: Self and Interpersonal

Occasionally, a course is found in which the name or subject, at first blush, appear to be religious in nature. However, upon further examination, the course appears (possibly) to be one that focuses on personal awareness/improvement. An example (see Example 3, below) is a course in self-development given by a church. Because the person initially gave the name as "church course," one might think its content was religious, however, the subject of "self-development" indicated a different placement.

Substantive Nature:

This category includes courses that concern personal awareness and relationships with others. These include courses focusing on personal growth, coping skills, stress management, personal goal-setting and decision making, and courses associated with personal appearance. Also included are courses that focus on interpersonal skills and relationships, social adjustment, interpersonal effectiveness, assertiveness, and leadership. These courses are personal service or development courses, not academic social science courses.

Provider:

These courses are provided through a variety of venues, including colleges and universities, public school districts or schools, private community organizations, and businesses. The most likely providers are private community organizations. In the present context, we are concerned with the extent to which a course with a religion-related title may be appropriately assigned to this category, and the provider is therefore likely to be a church or other religious institution (private community organization).

Major Field of Study:

While persons taking personal awareness/improvement courses may be degree-seekers, this is by no means necessary and many persons taking such courses will not be degree seekers. The major field of study is not necessarily related to the taking of personal awareness/improvement courses. **Note**, however, that if the person is a social science, psychology, or counseling major, recheck the course name, subject matter, and provider, and review other courses to determine if the substantive nature of the course is truly personal awareness/improvement. Because we are concerned here with courses that have religion-related titles, this is not likely to be an issue in selecting the code for many cases.

Course length:

Personal awareness/improvement courses can vary considerably in length. Those offered by colleges and universities may have a length indicative of a college quarter or semester (10-16 weeks). Those offered by other types of providers may be as brief as a few hours in one week or may last for a long time at 1 or 2 hours per week.

Other courses:

Persons taking a personal awareness/improvement course may also be taking other courses of the same nature, but this is not necessarily the case. If the person has other courses associated with psychology or counseling (see Major Field of Study, above), recheck the name and subject matter to determine if the substantive nature of the course is really personal awareness/improvement. Again, since our concern here is with courses with religion-related titles or subject matter, this is unlikely to be a problem.

Occupation:

Persons in any occupation can take personal awareness/improvement courses.

Educational Attainment:

Persons of any education level can take personal awareness/improvement courses.

DECISION RULES

DECISION RULE 1: 121, Religion & Philosophy

If the provider is a 2- or 4-year college or university, and the title does *not* include words such as "literature" or a reference to personal awareness/improvement, code the course 121, Religion & Philosophy.

Supporting evidence:

1. Major field of study is reported, but the field of study is not required to be religion or philosophy;
2. Degree program is usually reported;
3. The provider is a 2- or 4-year college or university;
3. The course is usually of a typical length for a college semester or quarter, i.e., 10 to 16 weeks and 3 to 5 hours per week;
4. The person often will have other courses in the same field (i.e., religion or philosophy) or in related fields (e.g., classics).

5. The person is likely to have at least some college as their highest education (although this will not be true for a first-year college student);
6. The person may or may not have a current occupation.

Explanation:

Since the course is offered by a 2- or 4-year college or university, the course is part of a program of study and taught in an accredited institution (college or university). The person will often have an identified major field of study, be working towards a college degree, and the number of hours associated with the course will usually be well defined by the institution's academic calendar system.

Exceptions:

Sometimes the major field of study and the degree program are missing. This occurs when the course is being taken at a 2- or 4-year institution, but the person is not pursuing a college degree. Since the provider is still a 2- or 4-year academic institution and not a private community organization (e.g., churches), the course should be coded 121 (Religion & Philosophy). The substantive nature of the course has not changed, just the characteristics of the course-taker.

This may be a case in which the person is not working on a college degree, but is taking the course for interest or work-related reasons. Since the course is taken at an academic institution, it is assumed to be more rigorous than those in Bible Study taken at a church.

DECISION RULE 2: 122, Informal Religion/Bible Study

If the provider is a private community organization (which includes churches, synagogues, or other religious organizations), code the course 122, Informal Religion/Bible Study.

Supporting information:

1. A major field of study may or may not be reported, since both persons in degree programs and those who are not may take informal religion/Bible study courses;
2. A degree program may or may not be reported;
3. The person may or may not have any other courses, and the other courses (if any) may or may not be related;
4. The length of the course is not typically that associated with a college quarter or semester. It is more likely that the course is either brief (like a seminar or short-course) or, equally likely, is an ongoing activity of an hour or two per week that the person may attend all year.
5. The person may be of any occupation and any educational attainment level.

Explanation:

The College Course Map (CCM) manual makes a distinction in terms of the level at which the substantive knowledge is provided. The assumption is that courses offered by an accredited institution (e.g., colleges or universities) that awards degrees, offers programs of study in various fields, has curriculum developed around those programs, has faculty who have met specific academic standards, and has specified course lengths of at least 36 hours, will offer a higher level of substantive knowledge in that subject matter than a private community organization that does not offer a degree, does not offer programs in various fields of study, and whose course lengths are less than 30 hours.

DECISION RULE 3: 022, English Language and Literature

If the course is offered by a 2- or 4-year college or university and the course name or subject matter refers to a religious book (e.g., Bible, Koran) and contains words such as, or similar to, "literature" or "poetry," code the course as 022, English Language & Literature.

Supporting evidence:

1. A major field of study will typically be reported, since these are college courses and are most likely to be taken by degree seekers.
2. The MFOS is likely to be English literature but need not be, since the course may be taken as an elective. If the major field of study is religion, it is more likely the course is a religion course rather than literature course.
3. The length of the course will typically be that of a college semester or quarter.
4. If the MFOS is English Language and Literature, other similar courses may appear. However, as noted above, the course may be taken as an elective or to meet general requirements, so this will not necessarily be the case.
5. The person will most likely have an educational attainment of "some college", although this would not be true for first semester college students, and not necessarily true for nondegree seekers.
6. The person most likely has no occupation (is a full-time student), but may have any occupation.

Explanation:

Courses that involve the study of religious texts or scripture as literature are secular courses that focus on matters such as literary style, the use of allegory, or historical context. These courses do not treat the religious text as doctrine or revealed truth, nor is there the intent to study comparative religions. Thus, they are not religion courses.

DECISION RULE 4: 102, Personal Awareness/Improvement: Self & Interpersonal

If the course title or subject matter includes a reference to personal awareness/improvement as the substantive nature of the course (e.g., self-improvement, resolving conflict, improving family relationships) as well as a religious reference (e.g., church course), code the course as 102, Personal Awareness/Improvement: Self and Interpersonal.

Supporting Evidence:

1. The name or subject matter *specifically* refers to a personal awareness/improvement content such as self-help or interpersonal relationships while containing the religious reference.
2. It is likely that the provider is a private community organization, and much less likely that the provider would be a college or university, vocational school, or professional association. (That is, pertaining to this context in which there may be a questions as to whether a course is religion or self-improvement).
3. It is not likely that there is an MFOS or the person is a degree seeker.
4. It is likely that the person does not have an MFOS. If he/she does, and it is in Psychology or Counseling, review the course material (especially provider) to see if the course should be included in psychology.
5. The person may be of any educational level or any occupation.

DECISION RULE 5: 123, Religion & Bible Study: Other

If the information on the course is not sufficient to assign one of the codes above or is contradictory, then assign code 123, Religion and Bible Study: Other.

EXAMPLES

The following are examples of courses that received discrepant codes related to religion in previous coding activities. They are provided as examples of how to apply the rules discussed above.

Example 1.

Course name:	Heaven and Hell
Course subject:	Theology
Provider:	Private community organization
MFOS:	none
Degree program:	none
Course length:	4 weeks, 3 hours per week
Other courses:	Life cycle events Rabbinical response Jewish History on Rye
Occupation:	None
Education:	Associate's degree

Analysis:

The name and subject matter of this course indicate that it is theological in nature. The provider is a private community organization. The course length is brief, and the person also took two other religion-related courses. He/she is not a college degree seeker. There is no reference to literature in the course name or subject matter, nor a reference to personal awareness/improvement topics. Consistent with decision rule #2, this course is coded as 122, Informal Religion/Bible Study.

Example 2:

Course name:	Bible
Subject matter:	Religion
Provider:	4-year college or university
MFOS:	English Literature
Degree program:	Bachelor's
Course length:	16 weeks, 4 hours/week
Other courses:	American Literature Shakespeare
Occupation:	None
Education:	1-2 years of college

Analysis:

This course appears from the course name a subject to have a substantive nature of religion, specifically, the study of the Bible. The provider is a college or university, and the course is of typical semester length, which, according to decision rule #1, suggests a code of 121, Religion and Philosophy. When we review the other available information, we see that this person is majoring in English Literature and took other literature courses. Therefore, we look back at the course name and subject matter to determine if this appears to be a literature course. Neither the name or subject matter suggest that the Bible course is a literature course, and the respondent reported the subject matter as religion. This course should be coded 121, Religion and Philosophy.

Example 3:

Course name: Church Course
Course subject: Self-Development
Provider: Private community organization
MFOS: none
Degree program: none
Course length: 12 weeks, 2 hours per week
Other courses: So. CA. Personnel Mgmt. Assn.
Occupation: none
Education: Bachelor's degree

Analysis:

The name of the course as given by the respondent provides little information about it's substantive nature. The subject matter, however, is reported as self-development, indicating that the substantive nature of the course is personal awareness/improvement. The remaining information is consistent with this -- the provider is a private community organization (a church, suggested by the course name as given) and not a college or university, and the course length is not inconsistent with the variety of lengths expected for a personal awareness/improvement course. The person is not a degree seeker, (although being in a degree program does not preclude participating in such courses). This is not a college course for a person with an MFOS is psychology or counseling. In keeping with decision rule #4, this course should be coded 102, Personal Awareness/Improvement: Self & Interpersonal.

Example 4:

Course name: New Way of Thinking
Course subject: Religion
Provider: Private community organization
MFOS: Photo 3
Degree Program: Master's
Other Courses: AIDS-Pediatrics
Christian Healing
Metaphysics
Occupation: None
Education: Bachelor's degree

Analysis:

Since the course name does not provide any information on substantive nature of the course, since this could concern new ways of thinking about almost anything based on the name alone. The subject matter response indicates that this is a course in religion. It is offered by a private community organization. While the person is a degree seeker, the course is not provided by the college, and the MFOS indicates that this course is unrelated to his/her major field. Other courses include two religion and philosophy related courses. Based on decision rule #2, this course is coded as 122 Informal Religion/Bible Study, because the provider is a private community organization.

Example 5:

Course name: Feminist Theology Study Group
Course subject: Theology
Provider: Private community organization
MFOS: none
Degree program: none
Course length: 1 hour per week
Other courses: none
Occupation: none
Education: Graduate/professional

Analysis:

Both the course name and the subject indicate that the substantive nature of this course is theological. There is no reference to literature or self-awareness/improvement. Therefore, the choice must be made between 121 and 122. The provider is a private community organization and the course is one hour per week (no length in weeks was provided). Based on decision rule #2, this course should be coded 122, Informal Religion/Bible Study.

Example 6:

Course name: Media in Religion and Society
Course subject: Mission Studies
Provider: Private Community Organization
MFOS: None
Degree Program: None
Course length: 8 hours/1 week
Other courses: Islam
Occupation: None
Education: Bachelor's degree

Analysis:

The course name suggests the possibility that this is a communications course, focusing on the media. The subject, mission studies, suggests that this course falls in the realm of religion and theology. The person is not a degree seeker, and the provider is a private community organization. The course was quite brief, 8 hours in one week. The person took another course in Islam. Based on the preponderance of the evidence (subject, provider, and other course, lack of degree program), this course appears to be an informal religion course, 122.

Example 7:

Course name: Arabic
Course subject: Religious Training
Provider: Private Community Organization
MFOS: None
Degree program: None
Course length: 52 weeks/2 hours per week

Other courses: Self-empowerment
CPR
Child's literature
Occupation: None
Education: 3-4 years of college

Analysis:

The course name indicates clearly that this is a foreign language course. Although the respondent reported that is was being taken as a part of religious training, the substantive nature of the course is most likely a foreign language. The provider is a private community organization. This is an ongoing course, meeting for 2 hours per week over the entire year. As noted in the section on Theology in the manual, languages are only included in the category of religion and theology when they are part of scriptural study. That is not specified for this course. Based primarily on the name, this course should be coded as a foreign language.

Example 8:

Course name: Bible
Course subject: Religion
Provider: 4-year college or university
MFOS: English Literature
Degree: BA
Course length: 16 wks/4 hours per week
Other courses: American Literature
Shakespeare
Bible
Occupation: None
Education: 1-2 years of college

Analysis:

This course focuses on the Bible and the subject is religion. The provider is a 4-year college or university. The person is a bachelor's degree seeker with an MFOS in English literature, and took other literature courses. However, this courses is not specifically named as a "Bible as Literature" course -- there is no mention of literature in the name or the subject. Based on decision rule 1, this course is more likely to fall into the 121 area, Religion and Philosophy, rather than 022, English Language & Literature.

Example 9:

Course name: Book of Romans
Course subject: Bible Study
Provider: 4-year college or university
MFOS: Management
Degree: BA
Course length: 4 hours per week/4 weeks
Other courses: New testament
Dale Carnegie Management Seminar
Occupation: None
Education: 3-4 Years of college

Analysis:

This course is a study of a religious text, and the subject as given is Bible Study. The provider is a college or university, although this person's major is not in religion but in management. Based on decision rule 1, this course is coded as 121, Religion and Philosophy.

Example 10:

Course name: Catholic Theology
Course subject: Catholic Theology
Provider: Private Community Organization
MFOS: None
Degree program: None
Course length: 1 hrs/ 1 week
Other courses: On the book of John
Occupation: None
Education: Bachelor's degree

Analysis:

This course in religion (theology) was offered by a private community organization, and was a brief course of one hour in one week. This course would be coded 122, Informal Religion/Bible Study.

CODES FOR BASIC EDUCATION

Initially, there were two categories for basic skills and basic education courses. These categories were difficult to distinguish, and neither one captured many courses. As a result, these have been combined into one category, called 131, Basic Education.

131 - Basic Education

Substantive nature:

Basic education courses are those that provide adults with skills they need to function in society, in their education, and in the workplace. These courses include the following areas:

Adult Basic Education (ABE) and Adult Secondary Education (ASE), which provide basic reading, writing, and math education for adults. ABE is at an elementary grade level, and ASE is at a secondary (high school) grade level.

Adult Literacy: These are courses that help adults to learn to read and to improve low-level reading skills.

GED Preparation: These are courses that help adults prepare to take the General Educational Development (GED) test, through which many adults obtain a high school diploma equivalency.

Remedial Reading or English: These are classes provided for postsecondary students whose reading and writing skills are not up to postsecondary standards. These are sometimes called "developmental" courses instead of "remedial" courses.

Study/Academic Skills: These are classes that teach people how to study and how to learn. They assist people in developing strategies that will improve their chances for success in further education. Included are topics such as note-taking, test-taking, learning strategies, and memory techniques.

Career/Job Skills: These are classes that help people to make career choices, to look for a job, to interview for a job, and to learn appropriate work habits and workplace demeanor. These are not courses that teach specific job skills, such as bookkeeping or cooking. Rather, they are designed to assist people in deciding on a job or career and negotiating the job market so they can find a job.

Personal Typing/Beginner's Typing/College Typing: This is a course for people who are taking typing for personal or educational use. It is not secretarial or office support training.

English as a Second Language: Often abbreviated as ESL or ESOL (English for Speakers of Other Languages), these are classes in English for people whose native language was something other than English.

Citizenship Classes: These are classes designed to prepare people to become United States citizens.

Student Activities and Community Service: These are courses reported by students who perform community service or out-of-class activities that meet some sort of requirement. It is expected that this will be extremely rare.

Provider:

Most basic education courses can be provided by any type of organization. Literacy and other basic educational skills classes can be provided by private community organizations, private tutors, school districts or elementary/secondary schools, colleges and universities, government agencies, and so on. Similarly, ESL and citizenship classes can also be provided by all of these types of organizations. Basic education classes that deal specifically with academic skills, however, (e.g., how to study, how to take tests, and student activities or student community service) are nearly always provided by some kind of academic institution, e.g., a college, a public school district, etc.

Major Field of Study:

It is rare that a person taking a course in basic education will have an MFOS. However, some will indicate that they are taking an adult high school completion program or a GED program. Others may be in a program in any other area, but are taking some courses to improve their skills as well.

Course length:

The number of weeks the course lasts and the number of hours per week may vary considerably.

Exceptions:

Any courses dealing with how to teach adult basic education, ESL, and so on, are education courses (060) and not basic education courses. Courses preparing students for business administrative positions, e.g, secretarial courses, are not basic education courses, but 046, Business Administrative Support, except computer software. Not all courses in reading and writing are basic education -- some are English Language and Literature. See the discussion and rules following.

POSSIBLE AREAS OF CONFUSION

There are three areas in which there may be some confusion as to whether 131, Basic Education is the appropriate code for a course, or some other code is more appropriate. In this section, we review these areas.

Basic Education (131) and English Language and Literature (022):

Basic education includes basic courses in reading and writing. However, this does not include courses such as English Composition, or Creative Writing. Those courses are appropriately included in English Language and Literature. Those included in Basic Education would have names like "basic," "remedial," "developmental," "beginning," "literacy," or a similar word.

Basic Education (131) and Business Administrative Support, except Computer Software (046):

Basic Education includes personal typing, beginning typing, or college typing. It does not include courses designed to train someone for business administrative support. That is, this is not secretarial typing or word processing.

Basic Education (131) and Education (060):

Education courses are those that prepare persons to become teachers. If a person reports a course in which he/she was being taught how to teach, say, ESL (in which he/she may have an MFOS of Education), then that is an education course (060) and not a basic education (131) course.

DECISION RULES:

DECISION RULE 1:

If the name or subject of the course is ESL or ESOL, adult basic education (ABE), or GED preparation, the course should be coded 131, Basic Education, unless the course is clearly teacher training, preparing someone to teach these courses.

Support Evidence:

1. The course name and subject are clearly instruction in English for persons who do not speak English or wish to improve their English-speaking skills.
2. If there is an MFOS, it is **not** Education.
3. The provider may be any type.
4. The course length may be any length, but it is likely to be an ongoing course over a period of time.
5. The person may or may not have other courses.
6. Persons of any occupation or education level may take ESL.

DECISION RULE 2:

If the name or subject of the course is basic English writing or reading, the course should be coded 131, Basic Education if (1) the course name or subject includes a word such as basic, remedial, developmental, beginning, literacy, or similar word (adult ed. reading and writing, etc.), and (2) the course name or subject refers to reading, writing, grammar, or composition and not a specific area of English Language and Literature, e.g., basic poetry, beginning Shakespeare, and so on.

Supporting Evidence:

1. The course name a subject indicate that the substantive nature of the course is that of a course assisting persons with reading and writing skills at an elementary/secondary level.
2. The person does not have an MFOS indicating that he/she is in teacher training (that is, an MFOS in Education).
3. The provider may be of any type.
4. The person may or may not have other courses, but other courses concerned with basic educational skills would support this classification.
5. The person does not have a college degree (associate's, bachelor's, or higher).

2a. If the course does not include words such as basic, etc., in the name or subject matter, or the name refers to a specific area of English Language or Literature, e.g, poetry, creative writing, "great books," and so on, code the course 022, English Language and Literature.

Supporting Evidence:

1. The person likely has an MFOS and is seeking a college degree, although this is not required.
2. The course length is at least several weeks, with classes of at least 2 hours per week.
3. The person may have other related courses.
4. The person is a high school graduate.
5. The person could have any occupation.

DECISION RULE 3:

If the course name or subject refers to typing, and includes the word "personal," "beginning," or "college," or a similar word, then code the course 131, Basic Education **unless** the person has an MFOS that is an office support or business administrative support area, in which case it should be coded 046 Business Administrative Support, except computer software.

Supporting Evidence:

1. The course name and subject refer to typing, but do not refer to secretarial or office support education.
2. The person may or may not have an MFOS, but does **not** have an MFOS indicating a business administrative support field.
3. The person probably has less education than a college degree.
4. The person may have any occupation, or no occupation.

NOTE: Education and occupation are used for their confirmatory/contradictory nature as it pertains to course coding, and are not explicitly part of any decision rule. Basic Education is an area in which education could be contradictory. Specifically, if a person with a college degree (associate's, bachelor's, master's, doctoral, or professional) is taking a *course related to writing or reading*, it is highly unlikely that the course is a basic education course. If the name and subject matter suggest that the course is a basic education course, carefully review all the information to see if it is truly a basic education course or should be coded another way. If the preponderance of the evidence still suggests that the course is a basic education course, the mark the course for supervisor review. It is highly unlikely that a person with a college degree would take a basic education course in reading or writing. Of course, anyone of any education level could take a course in personal typing, career choices, job interviewing, and so on.

EXAMPLES

Example 1:

Course name: GED
Course subject: General Education
Provider: 2-yr community/jr college/technical inst
Course length: 9 hour/week, 3 months
MFOS: None
Degree program: None
Other courses: None
Occupation: None
Education: 9th to 11th grade

Analysis:

Since the name and subject matter of the course indicate that the course is a GED class, it should be coded 131, Basic Education. All of the remaining evidence is consistent with this assignment, and the person's educational level is not contradictory.

Example 2:

Course name: GED Class
Course subject: High School Diploma
Provider: Federal/State/Local Gov't Agency
MFOS None
Degree program: None
Course length: 6 hrs/wk, 4 weeks
other courses: None
Occupation: None
Education: 9th to 11th grade

Analysis:

Again, the name and subject matter of the course indicate that the course is a GED class. This course is provided by a government agency, rather than a 2-year college or technical institute, as in example 1. However, like example 1, the course name indicates its placement, and no other information is contradictory. This course should be coded 131, Basic Education.

Example 3:

Course name: Adult ed. reading writing English
Course subject: Writing
Provider: Elementary/Junior High/High School
MFOS: None
Degree program: None
Course length: 3 hrs/wk, 6 weeks
other courses: Practical English Grammar
English 1301
Occupation: None
Education: High School Diploma

Analysis:

The name and subject matter of the course indicate that the course deals with basic English reading and writing. Although the word "basic" is not stated, the course is described as "adult ed reading writing English." Although other courses taken suggest that this course may be a college English course, the course-taker is not seeking a college degree (no major field of study or degree program is reported) and the provider of the course is a elementary or secondary school. Therefore, this course should be coded 131, Basic Education.

Example 4:

Course name: ESL
Course subject: English
Provider: Elementary/Junior high/High school
MFOS: None
Course length: 4 hrs/wk, 6 weeks
Other courses: English Grammar
Education: High School Diploma
Occupation: None

Analysis:

In this case, the name of the course is definitive. All ESL courses are classified as 131, Basic Education. None of the other information suggests that this is course for teachers of ESL, so the 131 code stands.

Example 5:

Course name: Job Interview
Course subject: Interview Technique
Provider: Federal/State/Local Gov't
Course length: 3 hrs/wk, 1 weeks
Other courses: None
Education: 12th Grade, no diploma
Occupation: None

Analysis:

The name and subject matter of the course indicate that the course deals with basic interview skills to get a job. The other information, i.e., provider, length, and the person's education level, are consistent with this placement. This course should be coded 131, Basic Education.

Listing of NCES Working Papers to Date

Please contact Ruth R. Harris at (202) 219-1831
if you are interested in any of the following papers

Number	Title	Contact
94-01 (July)	Schools and Staffing Survey (SASS) Papers Presented at Meetings of the American Statistical Association	Dan Kasprzyk
94-02 (July)	Generalized Variance Estimate for Schools and Staffing Survey (SASS)	Dan Kasprzyk
94-03 (July)	1991 Schools and Staffing Survey (SASS) Reinterview Response Variance Report	Dan Kasprzyk
94-04 (July)	The Accuracy of Teachers' Self-reports on their Postsecondary Education: Teacher Transcript Study, Schools and Staffing Survey	Dan Kasprzyk
94-05 (July)	Cost-of-Education Differentials Across the States	William Fowler
94-06 (July)	Six Papers on Teachers from the 1990-91 Schools and Staffing Survey and Other Related Surveys	Dan Kasprzyk
94-07 (Nov.)	Data Comparability and Public Policy: New Interest in Public Library Data Papers Presented at Meetings of the American Statistical Association	Carrol Kindel
95-01 (Jan.)	Schools and Staffing Survey: 1994 Papers Presented at the 1994 Meeting of the American Statistical Association	Dan Kasprzyk
95-02 (Jan.)	QED Estimates of the 1990-91 Schools and Staffing Survey: Deriving and Comparing QED School Estimates with CCD Estimates	Dan Kasprzyk
95-03 (Jan.)	Schools and Staffing Survey: 1990-91 SASS Cross-Questionnaire Analysis	Dan Kasprzyk
95-04 (Jan.)	National Education Longitudinal Study of 1988: Second Follow-up Questionnaire Content Areas and Research Issues	Jeffrey Owings
95-05 (Jan.)	National Education Longitudinal Study of 1988: Conducting Trend Analyses of NLS-72, HS&B, and NELS:88 Seniors	Jeffrey Owings

Listing of NCES Working Papers to Date--Continued

Number	Title	Contact
95-06 (Jan.)	National Education Longitudinal Study of 1988: Conducting Cross-Cohort Comparisons Using HS&B, NAEP, and NELS:88 Academic Transcript Data	Jeffrey Owings
95-07 (Jan.)	National Education Longitudinal Study of 1988: Conducting Trend Analyses HS&B and NELS:88 Sophomore Cohort Dropouts	Jeffrey Owings
95-08 (Feb.)	CCD Adjustment to the 1990-91 SASS: A Comparison of Estimates	Dan Kasprzyk
95-09 (Feb.)	The Results of the 1993 Teacher List Validation Study (TLVS)	Dan Kasprzyk
95-10 (Feb.)	The Results of the 1991-92 Teacher Follow-up Survey (TFS) Reinterview and Extensive Reconciliation	Dan Kasprzyk
95-11 (Mar.)	Measuring Instruction, Curriculum Content, and Instructional Resources: The Status of Recent Work	Sharon Bobbitt & John Ralph
95-12 (Mar.)	Rural Education Data User's Guide	Samuel Peng
95-13 (Mar.)	Assessing Students with Disabilities and Limited English Proficiency	James Houser
95-14 (Mar.)	Empirical Evaluation of Social, Psychological, & Educational Construct Variables Used in NCES Surveys	Samuel Peng
95-15 (Apr.)	Classroom Instructional Processes: A Review of Existing Measurement Approaches and Their Applicability for the Teacher Follow-up Survey	Sharon Bobbitt
95-16 (Apr.)	Intersurvey Consistency in NCES Private School Surveys	Steven Kaufman
95-17 (May)	Estimates of Expenditures for Private K-12 Schools	Stephen Broughman
95-18 (Nov.)	An Agenda for Research on Teachers and Schools: Revisiting NCES' Schools and Staffing Survey	Dan Kasprzyk
96-01 (Jan.)	Methodological Issues in the Study of Teachers' Careers: Critical Features of a Truly Longitudinal Study	Dan Kasprzyk

Listing of NCES Working Papers to Date--Continued

Number	Title	Contact
96-02 (Feb.)	Schools and Staffing Survey (SASS): 1995 Selected papers presented at the 1995 Meeting of the American Statistical Association	Dan Kasprzyk
96-03 (Feb.)	National Education Longitudinal Study of 1988 (NELS:88) Research Framework and Issues	Jeffrey Owings
96-04 (Feb.)	Census Mapping Project/School District Data Book	Tai Phan
96-05 (Feb.)	Cognitive Research on the Teacher Listing Form for the Schools and Staffing Survey	Dan Kasprzyk
96-06 (Mar.)	The Schools and Staffing Survey (SASS) for 1998-99: Design Recommendations to Inform Broad Education Policy	Dan Kasprzyk
96-07 (Mar.)	Should SASS Measure Instructional Processes and Teacher Effectiveness?	Dan Kasprzyk
96-08 (Apr.)	How Accurate are Teacher Judgments of Students' Academic Performance?	Jerry West
96-09 (Apr.)	Making Data Relevant for Policy Discussions: Redesigning the School Administrator Questionnaire for the 1998-99 SASS	Dan Kasprzyk
96-10 (Apr.)	1998-99 Schools and Staffing Survey: Issues Related to Survey Depth	Dan Kasprzyk
96-11 (June)	Towards an Organizational Database on America's Schools: A Proposal for the Future of SASS, with comments on School Reform, Governance, and Finance	Dan Kasprzyk
96-12 (June)	Predictors of Retention, Transfer, and Attrition of Special and General Education Teachers: Data from the 1989 Teacher Followup Survey	Dan Kasprzyk
96-13 (June)	Estimation of Response Bias in the NHES:95 Adult Education Survey	Steven Kaufman
96-14 (June)	The 1995 National Household Education Survey: Reinterview Results for the Adult Education Component	Steven Kaufman

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Listing of NCES Working Papers to Date--Continued

Number	Title	Contact
96-15 (June)	Nested Structures: District-Level Data in the Schools and Staffing Survey	Dan Kasprzyk
96-16 (June)	Strategies for Collecting Finance Data from Private Schools	Stephen Broughman
96-17 (July)	National Postsecondary Student Aid Study: 1996 Field Test Methodology Report	Andrew G. Malizio
96-18 (Aug.)	Assessment of Social Competence, Adaptive Behaviors, and Approaches to Learning with Young Children	Jerry West
96-19 (Oct.)	Assessment and Analysis of School-Level Expenditures	William Fowler
96-20 (Oct.)	1991 National Household Education Survey (NHES:91) Questionnaires: Screener, Early Childhood Education, and Adult Education	Kathryn Chandler
96-21 (Oct.)	1993 National Household Education Survey (NHES:93) Questionnaires: Screener, School Readiness, and School Safety and Discipline	Kathryn Chandler
96-22 (Oct.)	1995 National Household Education Survey (NHES:95) Questionnaires: Screener, Early Childhood Program Participation, and Adult Education	Kathryn Chandler
96-23 (Oct.)	Linking Student Data to SASS: Why, When, How	Dan Kasprzyk
96-24 (Oct.)	National Assessments of Teacher Quality	Dan Kasprzyk
96-25 (Oct.)	Measures of Inservice Professional Development: Suggested Items for the 1998-1999 Schools and Staffing Survey	Dan Kasprzyk
96-26 (Nov.)	Improving the Coverage of Private Elementary-Secondary Schools	Steven Kaufman
96-27 (Nov.)	Intersurvey Consistency in NCES Private School Surveys for 1993-94	Steven Kaufman

Listing of NCES Working Papers to Date--Continued

Number	Title	Contact
96-28 (Nov.)	Student Learning, Teaching Quality, and Professional Development: Theoretical Linkages, Current Measurement, and Recommendations for Future Data Collection	Mary Rollefson
96-29 (Nov.)	Undercoverage Bias in Estimates of Characteristics of Adults and 0- to 2-Year-Olds in the 1995 National Household Education Survey (NHES:95)	Kathryn Chandler
96-30 (Dec.)	Comparison of Estimates from the 1995 National Household Education Survey (NHES:95)	Kathryn Chandler
97-01 (Feb.)	Selected Papers on Education Surveys: Papers Presented at the 1996 Meeting of the American Statistical Association	Dan Kasprzyk
97-02 (Feb.)	Telephone Coverage Bias and Recorded Interviews in the 1993 National Household Education Survey (NHES:93)	Kathryn Chandler
97-03 (Feb.)	1991 and 1995 National Household Education Survey Questionnaires: NHES:91 Screener, NHES:91 Adult Education, NHES:95 Basic Screener, and NHES:95 Adult Education	Kathryn Chandler
97-04 (Feb.)	Design, Data Collection, Monitoring, Interview Administration Time, and Data Editing in the 1993 National Household Education Survey (NHES:93)	Kathryn Chandler
97-05 (Feb.)	Unit and Item Response, Weighting, and Imputation Procedures in the 1993 National Household Education Survey (NHES:93)	Kathryn Chandler
97-06 (Feb.)	Unit and Item Response, Weighting, and Imputation Procedures in the 1995 National Household Education Survey (NHES:95)	Kathryn Chandler
97-07 (Mar.)	The Determinants of Per-Pupil Expenditures in Private Elementary and Secondary Schools: An Exploratory Analysis	Stephen Broughman
97-08 (Mar.)	Design, Data Collection, Interview Timing, and Data Editing in the 1995 National Household Education Survey	Kathryn Chandler

Listing of NCES Working Papers to Date--Continued

Number	Title	Contact
97-09 (Apr.)	Status of Data on Crime and Violence in Schools: Final Report	Lee Hoffman
97-10 (Apr.)	Report of Cognitive Research on the Public and Private School Teacher Questionnaires for the Schools and Staffing Survey 1993-94 School Year	Dan Kasprzyk
97-11 (Apr.)	International Comparisons of Inservice Professional Development	Dan Kasprzyk
97-12 (Apr.)	Measuring School Reform: Recommendations for Future SASS Data Collection	Mary Rollefson
97-13 (Apr.)	Improving Data Quality in NCES: Database-to-Report Process	Susan Ahmed
97-14 (Apr.)	Optimal Choice of Periodicities for the Schools and Staffing Survey: Modeling and Analysis	Steven Kaufman
97-15 (May)	Customer Service Survey: Common Core of Data Coordinators	Lee Hoffman
97-16 (May)	International Education Expenditure Comparability Study: Final Report, Volume I	Shelley Burns
97-17 (May)	International Education Expenditure Comparability Study: Final Report, Volume II, Quantitative Analysis of Expenditure Comparability	Shelley Burns
97-18 (June)	Improving the Mail Return Rates of SASS Surveys: A Review of the Literature	Steven Kaufman
97-19 (June)	National Household Education Survey of 1995: Adult Education Course Coding Manual	Peter Stowe

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